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MCO P1070.12J
MIFD
MAY 16 1998

MARINE CORPS ORDER P1070.12J W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: **MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL**
(SHORT TITLE: IRAM)

Encl: (1) Locator Sheet

1. Purpose. This Manual is issued for the guidance and compliance of all individuals concerned in any aspect of Marine Corps personnel records administration. Instructions contained herein do not amend any provisions of Navy Regulations and Navy Department General Orders.

2. Cancellation. MCO P1070.12H and MCO 1070.14A.

3. Summary of Revision. This Manual contains a substantial number of changes and must be completely reviewed. Major changes included in the revision are as follows:

a. Chapter 1 incorporates MCO 1070.14A (Official Military Personnel Files (OMPF) Contents).

b. Chapter 2 encompasses personnel identification information (Name, Identification Number and Photograph).

c. Chapter 3

(1) The Weapons Firing Record; Competitive Marksmanship (NAVMC 118(6)) is no longer required and has been moved to the document side of the OQR.

(2) Numerous additions and changes to Administrative Remarks (NAVMC 118(11)) entry recording instructions are included in the revision.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

MCO P1070.12J
MAY 16 1998

d. Chapter 4

(1) The Weapons Firing Record; Competitive Marksmanship (NAVMC 118(6)) is no longer required and has been moved to the document side of the SRB.

(2) Numerous additions and changes to Administrative Remarks (NAVMC 118(11)) entry recording instructions are included in the revision.

4. Certification. Reviewed and approved this date.

D. S. HOWELL
By direction

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SUBJ/**MCO P1070.12J CH 1 MARINE CORPS INDIVIDUAL RECORDS**
ADMINISTRATION MANUAL (SHORT TITLE: IRAM)

POC/SENDER/CAPT/MIF/-/TEL:DSN 278-9051/TEL:COML 703 784-9051//

1. THIS CHANGE IS APPLICABLE TO ALL MARINE CORPS ACTIVITIES.
2. PURPOSE. TO DIRECT PEN CHANGES TO THE BASIC MANUAL.
3. ACTION

A. ON PAGE 4-59, PARAGRAPH 4007.6A REPLACE THE LAST SENTENCE WITH "ASSIGNMENT TO THE WEIGHT CONTROL PROGRAM IS ANOTHER FACTOR WHICH SHOULD BE CONSIDERED WHEN ASSIGNING CONDUCT MARKS."

B. ON PAGE 4-61, CATEGORY MARK 3.0 TO 3.9, CORRESPONDING ADJECTIVE RATING BELOW AVERAGE, STANDARDS OF CONDUCT COLUMN DELETE LINES 5 THROUGH 7 AND INSERT THE FOLLOWING: "CURRENT ASSIGNMENT TO WEIGHT CONTROL PROGRAM."

4. THIS CHANGE SHOULD BE INSERTED FOLLOWING THE SIGNATURE PAGE AS PAGE NUMBER 3 TO THE BASIC DIRECTIVE.//

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RECORD OF CHANGES

Log completed change action as indicated

[illegible]

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CHAPTER

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1	CONTENTS OF HEADQUARTERS FILES
2	PERSONNEL IDENTIFICATION INFORMATION
3	OFFICER'S QUALIFICATION RECORD (OQR)
4	SERVICE RECORD BOOK (SRB)
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INTRODUCTION

0001. PURPOSE. The IRAM publishes policies, procedures, and technical instructions for the administration of personnel records.

0002. STATUS

1. Requirements in this Manual are binding on any Marine concerned with recording information in the service record book or the officer's qualification record, hereafter referred to as the field service record unless otherwise indicated.

2. Any deviation from the instructions contained in this Manual must be

authorized in writing by the Commandant of the Marine Corps (MIFD).

0003. SCOPE

1. This Manual contains personnel identification information and instructions for the completion of various forms as well as occasions and directions for making entries in the field service record.

2. This Manual also contains numerous instructions concerning the administration of the Marine Corps Reserve. The terms Ready Reserve, Selected Marine Corps Reserve (SMCR), and Individual Ready Reserve (IRR) are defined below for convenience. Other definitions related to the Marine Corps Reserve are contained in MCO P1001R.1, MCRAMM.

a. Ready Reserve. Those units and members of the Reserve component of the Armed Forces of the United States liable for active duty to augment Active Forces, in time of war or national emergency. The Ready Reserve in the Marine Corps Reserve consists of the SMCR and the IRR.

b. SMCR. That portion of the Ready Reserve consisting of members in an inactive duty training (IDT) status (Training/Pay Category A, B, or P) and personnel performing Initial Active Duty for Training (Category F).

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c. IRR. Members of the Ready Reserve not affiliated with a SMCR unit and not on active duty. These records are administered by the Commanding General, Marine Corps Reserve Support Command, 10950 El Monte, Overland Park, KS 66211-1408.

3. Marine reservists are often assigned to extended periods of active duty with the Regular Establishment followed by a return to their SMCR unit or the IRR. Caution must be exercised to ensure Reserve unique documents are not removed from their field service record unless specified by current directives.

0004. RESPONSIBILITY. The currency, accuracy, modification, and distribution of this Manual are the responsibilities of the CMC (MIFD) Commanders are responsible for the timely entry of changes and physical maintenance of their copies of this Manual.

0005. ALLOWANCES

1. Forward requests for changes to the authorized allowances of this Manual to the CMC (ARE). Submit requests per the instructions contained in MCC P5600.31, Marine Corps Publications and Printing Regulations.

2. Obtain missing pages by requisitioning the basic Manual and/or pertinent change(s) per MCO P5600.31.

0006. ORGANIZATION

1. This Manual is organized in chapters which are numbered sequentially and listed in the contents.
2. Paragraph numbering is based on four digits. The first indicates the chapter; the next three, the general paragraph; and the combinations which follow the decimal point, the appropriate paragraph; e.g., 3003.2a refers to chapter 3, paragraph 003, subparagraph 2a.
3. Pages are numbered in separate series by chapter with the chapter number preceding each number; e.g., the fourth page of chapter 3 appears as 3-4.

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0007. CHANGES. The CMC (MIFD) will publish changes to this Manual per established criteria. Such changes are numbered consecutively. Record receipt and entry of such changes on the page provided for that purpose.

0008. METHODS OF CITATION. Show references to paragraphs of the IRAM as follows:

1. For correspondence:

Ref: (a) MCO P1070.12J, par. 3003
(b) MCO P1070.12J, par. 3003.2
(c) MCO P1070.12J, par. 3003.2a
(d) MCO P1070.12J, par. 3003.2a(2)
(e) MCO P1070.12J, par. 3003.2a(2) (a)

2. For messages:

REF/A/DOC/CMC MIFD/MCO P1070.12J/13JUL92//
AMPN/REF A IS THE IRAM.//

NOTE: ALWAYS REFER TO THE TELECOMMUNICATIONS USERS MANUAL (NTP 3) FOR CORRECT FORMATTING. IDENTIFY SPECIFICALLY REFERENCED PARAGRAPH IN THE MESSAGE TEXT.

3. For directives:

Ref: (a) MCO P1070.12J, par. 3003
(b) MCO P1070.12J, par. 3003.2
(c) MCO P1070.12J, par. 3003.2a
(d) MCO P1070.12J, par. 3003.2a(2)
(e) MCO P1070.12J, par. 3003.2a(2) (a)

4. For personnel records and forms only:

IRAM, par. 3003
IRAM, par. 3003.2
IRAM, par. 3003.2a

IRAM, par. 3003.2a(2)
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CHAPTER 1

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CHAPTER 1

CONTENTS OF HEADQUARTERS FILES

1000. GENERAL

1. Every Marine has an official military personnel file (OMPF) at HQMC which provides a history of the Marine's career from entrance into the Marine Corps or the Marine Corps Reserve, until severance from the Marine Corps or the Marine Corps Reserve by discharge, retirement, resignation, or death. Administrative materials or documents to support the chronology of events for the Marine's history is incorporated in the OMPF at HQMC, as well as field service records, as required. The authority for insertion of these materials into the respective records is provided by current Marine Corps directives. As needs and records management techniques change, certain forms may become

obsolete and be replaced by new forms or automated recording procedures. When this occurs, documents filed as a result of the old requirement will not be removed from either the OMPF or the field service record.

2. All material forwarded to the CMC (MMSB-20) for inclusion in the OMPF must contain the grade, full name, and SSN. The SSN format prescribed for official correspondence is appropriate; however, recruit computer-generated SRB pages are produced in a different format, 123 45 67 89 vice 123 45 6789. Either format is acceptable for use in the field service records and for identification of material for inclusion in the OMPF.

3. The OMPF is structured into the following areas:

a. Service Folder. Consists of contract information, discharge documents, reserve documents, orders to active duty, and general administrative and service documents used to compute service time for benefits, programs, or retirement.

b. Commendatory/Derogatory Folder. This folder contains documents on civilian and military education, personal awards information, courts-martial/nonjudicial punishments, and other material reflecting significant personal achievement or adversity that is pertinent to making decisions for purposes of selection, assignment, and retention.

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c. Performance Folder. Contains fitness reports and standard addendum pages for all sergeants and above. The Performance Folder may contain memoranda originated by the CMC (MMSB) as necessary to record historical or administrative information.

d. Service Folder. Upon separation from the Marine Corps, documents contained in the Service Record Book/Officer Qualification Record (SRB/OQR) are filed in the Service Folder. If a Marine has periods of broken service, documents from previous SRB/OQRs will be contained in the Service Folder. Table 1-1 contains a partial listing of documents and standard pages suitable for inclusion in the OMPF.

e. Health Folder. Unless a Marine had broken service which ended prior to 1994, or is presently on the Temporary Disability Retired List (TDRL), no Health Folder is maintained. Since 1994, health and dental records are sent to the Department of Veterans Affairs, Service Medical Records Center, St. Louis, MO 63103 upon discharge.

4. Certain limitations exist regarding the kinds of material authorized for inclusion in the OMPF and the specific locations (data areas) within the record. The following guidelines apply in determining whether or not certain documents are placed in the OMPF.

a. Extraneous Material. The CMC (MMSB) will not file material which is not relevant to the documentation of the Marine's history of service.

b. Duplicate Material. The CMC (MMSB) will destroy material identified

as duplicate of documents already in the OMPF without notifying the forwarding command or individual.

c. Adverse Matter. Any document that reflects unfavorably upon a Marines mental, moral, or professional qualifications. Subject to the following rules, all relevant adverse material is filed in the OMPF.

(1) Fitness Reports. Article 1122, U.S. Navy Regulations, 1990, provides that adverse material shall not be placed in officer or enlisted fitness reports, or appended as an addendum, unless the Marine being reported on has had an

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opportunity to make either a statement regarding the adverse material or a statement that the Marine does not choose to make a statement. In either situation, the statement shall be typewritten on a standard addendum page and signed and dated by the Marine being reported on (see MCO P1610.7). Refer adverse fitness reports to the individual reported on for comment prior to the insertion of such reports into the OMPF. Refer to MCO P1610.7 for referral and submission procedures.

(2) Other Reports, Statements, or Correspondence of a Military Nature

(a) The CMC (MMSB) will file correspondence containing adverse material that the Marine reported on has had the opportunity to contest, explain, or rebut, whether at a personal hearing or by statement, without additional referral to the individual. Examples include:

1 Punitive letters of censure.

2 Medical surveys where hospitalization is due to the Marine's own misconduct.

3 Reports and related correspondence reflecting final approved civilian convictions.

4 Reports of nonjudicial punishment, courts-martial convictions, boards of inquiry, boards of review, etc.

5 Relevant memoranda prepared at HQMC resulting from official correspondence sent to and received by the Marine reported on, the reporting senior, or the reviewing officer.

6 Relevant correspondence documenting an officer's removal from a promotion selection board report or a promotion list, and other correspondence related to the promotion process.

7 Any other matter that bears or reflects on the character, performance, professional qualifications and fitness of the officer.

(b) The CMC (MMSB) will file documents containing adverse material of an official military nature without referral

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to the individual concerned, if no purpose would be served by such referral. Examples include:

1 Substandard conduct/duty proficiency marks.

2 Counseling entries by a commander, or a designated representative, when such counseling is designated to assist a Marine to overcome military deficiencies.

3 Forwarding endorsements on requests for special duty, special training, reassignment, transfer, discharge, etc., when such endorsements are derogatory or recommend disapproval.

4 Denials of requests for special duty, special training, reassignment, transfer, discharge, etc.

5 Requests by a commander for the reassignment of a Marine when such request reflects unfavorably on the individual concerned.

(c) The CMC (MMSB) will file documents containing adverse material of an official military nature without referral to the individual concerned when the Marine is unavailable for comment because of misconduct. Examples include:

1 Reports of absentees and deserters, and related correspondence.

2 Reports and correspondence relating to administrative discharge action where the Marine is in an unauthorized absentee status at the time or is otherwise unavailable for statement because of the Marine's own misconduct.

(d) The CMC (MMSB) will file letters issued by the CMC (MMOA or MMEA) to an officer or enlisted member concerning failure(s) to meet Marine Corps standards of professional performance and/or conduct.

(e) The CMC (MMSB) will not file documents related to law enforcement investigations conducted by the Naval Criminal Investigative Service (NCIS), Criminal Investigation Division (CID), or by any other military or civilian law enforcement agencies. However, the CMC (MMSB) may insert summaries of substantiated misconduct/adverse information extracted from law

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enforcement investigations prepared by the CMC (JA) Likewise, summaries of substantiated misconduct/adverse information extracted from non-criminal investigations by the DNIGMC may be inserted in the OMPF. Such summarized material may be entered in the OMPF only after providing the Marine an

opportunity for comment and/or rebuttal.

(3) Documents Consisting of Adverse Material Matters of a Civilian Nature. As a general rule, the CMC (MMSB) will not place adverse matters of a civilian nature in the OMPF until referral of such matters to the Marine concerned for comment.

d. Commendatory Material. Commendatory material is any document which reflects favorably upon a Marine's mental, moral, or professional qualifications, and which impacts on the mission of HQMC staff agencies or the military career of the Marine.

Examples include:

(1) Copies of service award certificates (Good Conduct Medal, Selected Marine Corps Reserve Medal, etc.).

(2) Certificates of commendation (when the certificate addresses the Marine by name).

(3) Meritorious Mast.

(4) Copies of personal award recommendations.

(5) Copies of personal award citations.

(6) Aviation safety awards.

(7) Certificates of scholastic achievement presented upon graduation from a formal military course of instruction. (Certificates of scholastic achievement should not be confused with formal school completion certificates. Completion of formal courses of instruction are documented in MCTFS. Copies of course completion certificates are not filed in the OMPF.)

5. The Manpower Management Information Systems Division (CMC (MI)) has the functional responsibility for policy relating to material authorized for retention in the OMPF. All material forwarded to the CMC (MMSB-20) for inclusion in the OMPF must contain the grade, full name, and SSN. Address inquires

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concerning OMPF contents to the Commandant of the Marine Corps (MIFD), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775. Telephone inquiries may be made by calling CMC (MIFD) at: DSN 224-1971/4804 or com1 (703) 614-1971/4804.

6. Commanders will use Tables 1-1 through 1-3 when determining whether documentation is appropriate for forwarding to the CMC (MMSB-20) for insertion in the OMPF.

7. Commanders are requested to ensure documents are properly prepared; only authorized documents are forwarded to HQMC; and documents are submitted under a cover letter which includes the Marine's identification information.

1001. AUDIT AND CORRECTION OF THE OMPF

1. The OMPF is the primary record used by selection boards. Chapter 1 provides information on when OMPF's are automatically provided to Marines. Marines should request a copy of their OMPF for review and correction under the following circumstances:

a. At least once every 3 years.

b. At least 12 months prior to the convening of a selection board when it is anticipated that the Marine will be in the eligibility zone.

c. At least 12 months prior to applying for programs such as Warrant Officer, Marine Corps Enlisted Commissioning Education Program, etc.

2. Marines may receive a copy of their OMPF by submitting a written request to the 040 (MMSB-10). The request need not be formatted in any particular way but must include the individual's name, grade, SSN, signature, and mailing address. The CMC (MMSB-10) will provide the OMPF in microfiche format unless another output medium is specified and justified in the request.

3. If information not pertaining to the Marine is found in the OMPF during the audit, the Marine should request removal of the documents by submitting a written request to the CMC (MMSB-10).

4. Marines may petition the Board for Correction of Naval.

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Records (BCNR) to remove documents on file in the OMPF which they consider adverse, unjust, inaccurate, or not in compliance with Chapter 5, or the policies and procedures contained in other Marine Corps directives. Petitions to the BCNR must be initiated by the individual using DO Form 149 (Application for Correction of Military Records Under the Provisions of Title 10 U.S. Code, Section 1552). Completion of the form is self-explanatory; however, the petition must include all supporting documentary evidence pertaining to the inaccuracy or injustice.

5. MCO P1610.7 and MCO 1610.11 provide procedures for correcting or appealing performance evaluations (fitness reports) appearing on the OMPF.

6. Fitness Report Audit Program (FRAP). MCO P1610.7 establishes policy and procedures for the FRAP and provides administrative instructions for the audit and correction of individual performance records. Annually, sergeants and above are mailed their Master Brief Sheet (MBS) based on the last digit of their SSN.

1002. USE OF MICROFICHE IN LEGAL FORUMS

1. 28 U.S.C. 1732 authorizes the use of the microfiche OMPF at all courts of

the United States provided it is produced in the ordinary course of business. There is no legal objection to the use of microfiche at a court-martial. However, several practical considerations must be addressed. If the microfiche is admitted into evidence without objection, the finder of fact, be it military judge or members, must have a microfiche reader to consider such evidence in deliberating on the sentence. Much of the information contained on the microfiche could be stipulated to by counsel, but neither side is under obligation to do so. If there is objection to information contained in the OMPF, the military judge and counsel require the capability to simultaneously view the microfiche. Then, upon sustaining an objection, the military judge would be required to mask either the entire document or a single entry on a certain page before this evidence could be presented to a court consisting of members. The post-trial review process also would require microfiche readers if only the microfiche is attached to the trial record. Applicable regulations require three copies of the record of trial for a special court-martial and five copies for a general court-martial. To satisfy this requirement, identify the

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required total number of microfiche copies upon initial request of the OMPF from the CMC (MMSB-10).

2. The practicalities of the military justice system suggest microfiche cannot take the place of paper documents in every case. In light of this, a reproduction capability must be available to field commands. As a minimum, major field commands, possibly at the general court-martial convening authority level, should maintain a viewer/printer for reproduction capability. The reversion to paper should be strictly limited to only those documents that require a paper copy as determined by counsel, military judge, staff judge advocate, or other competent authority.

3. In view of the above, commands requesting OMPF documents/information for military justice purposes will indicate whether they need paper documents or can accept/utilize microfiche copies. Isolated, detached, and deployed commands with the ability to convene and conduct courts-martial, but lacking microfiche-to-paper conversion facilities, will specify paper documents. In those instances where paper copy is requested, only one copy of each document/record requested will be generated. Additional copies are the responsibility of the requesting command.

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TABLE 1-4 (CONTINUED)

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TABLE 1-5

HEALTH FOLDER

The Health Folder is a part of the OMPF only for Marines who have been discharged, retired, or died prior to 1994. Personnel presently in the OMPF. Upon discharge, retirement, or death, the health files containing medical/dental information that were maintained in the field are forwarded to the Department of Veterans Affairs, Service Medical Records Center, St. Louis, MO. Health files for Marines released from active duty with remaining Military Support Center (MCRSC) until the Marine discharged.

FORMS CONTAINED HEALTH FOLDER

FORM NAME	FORM NUMBER	ENGLISH DESCRIPTION
DD	2005	Privacy Act Statement for Health Care
NAVMED	6150/4	Abstract of Service and Medical History

NAVMED	6150/2	Special Duty Medical Abstract (Front and Back)
SF	88	Report of Medical Examination (Front and Back)
SF	88	Report of Aviation Candidate Medical Examination (Front and Back)
SF	88	Report of Aviation Annual Medical Examination (Front and Back)
SF	93	Report of Medical History (Front and Back)
SF	539	Abbreviated Medical History
SF	600	Chronological Record of Medical Care (Front and Back)
SF	600	Special-Blood Grouping and Typing Record
SF	601	Immunization Record (Front and Back)
SF	602	Syphilis Record (Front and Back)
SF	603	Health Record Dental
SF	603-A	Health Record Dental--Continuation

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CHAPTER 2

PERSONNEL IDENTIFICATION INFORMATION

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CHAPTER 2

PERSONNEL IDENTIFICATION INFORMATION

2000. NAME

1. A Marine's name is the first and most commonly used method of identification. It is recorded on all the Marine's identification and service records, and on all correspondence regarding the Marine. Extreme care must be taken to ensure that the name and signature are correctly placed on all records.

2. For purposes of name and signature entries in official records, a name is comprised of a first name, middle name or initial (if the Marine has one),

and a surname (last name). The word "junior" or "senior," or Roman numerals I, II, III, etc., are as much a part of the Marine's name as are the first or last name. For example: if the format for the name is first name, middle initial, last name, enter "John A. Marine Jr."; if the format for the name is last name first, enter "Marine, Mary S.".

a. When the first name consists of a single letter only, and the first name is required in the entry, follow the initial with a period.

b. When the middle name consists of a single letter only, and a full middle name is required in the entry, follow the initial with a period.

c. If the document requires only a first and/or middle initial, always follow the initial(s) with a period.

d. When the Marine has more than one middle name, or a middle initial reflected on the enlistment/reenlistment document or appointment acceptance and record, and the entry requires inclusion of middle name(s) or initial(s), enter all middle names and/or initials.

e. When there is no middle name or initial, make no entry.

3. Use the following instructions to change/correct a name or name suffix on official records after it has been officially recorded:

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a. The source document for verification of name (and name suffix, if applicable) is the enlistment/reenlistment document, record of induction, or appointment acceptance and record. When it has been determined from one of these documents that a Marine's name/name suffix has been erroneously recorded on records, the reporting unit must report a correction by unit diary entry per MCO P1080.40, MCTFSPRIM.

b. An official change of name is considered only at the request of the Marine concerned. The request should be submitted to the commanding officer with supporting documentation, e.g. a court order, marriage certificate, divorce decree, or birth certificate (in the case of a Marine who names a child "junior"), or other evidence which is accepted as authority for legal change. The name change must be reported by unit diary entry and successfully posted in MCTFS.

(1) Upon marriage, a female Marine may have her surname changed by submitting a copy of the marriage document as supporting evidence. In this regard, a woman has the option of using her maiden name as a middle name when requesting an official change of name. Upon divorce, a woman Marine may resume her maiden name as her official name only if the divorce decree so stipulates. The divorce laws of each state require this stipulation as part of the decree.

(2) To effect a change of name, male Marines must petition a court of competent jurisdiction to obtain the necessary court documents. Once obtained, the Marine may request that the official service records be changed accordingly. Use the procedure described above when making requests. Ensure

that each Marine concerned executes the Social Security Administration Form SS-5 whenever a change of name or date of birth occurs.

c. Except in cases where official records do not reflect the Marine's true name during the period of military service, the records of Marines who have been completely separated from the Marine Corps and/or Marine Corps Reserve will not be modified to reflect an official change of name.

2001. IDENTIFICATION NUMBER

1. On 1 January 1972, the Marine Corps began using the SSN as the official identification number. This identification number

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is recorded on all forms, correspondence, documents, and official records which previously required a military service number.

2. Since the SSN is essential for personnel identification in the Marine Corps Total Force System (MCTFS), an applicant must have a SSN prior to being accepted for commission or enlistment in the Marine Corps or Marine Corps Reserve.

3. When an individual claims prior Marine Corps service, but possesses no documentary proof, request verification from the CMC (MMSB-10). Include in the request the individual Marine's full name, SSN, date and place of birth, date and place of last enlistment/commission, and date and place of last discharge. If the commencement of prior service occurred before 1 January 1972, include the individual's military service number.

2002. PHOTOGRAPHS

1. Official photographs are a command responsibility and are required of Marines per the following matrix:

OFFICIAL PHOTOGRAPH MATRIX

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a. It is imperative that required photographs be forwarded to the CMC (MMPR) in sufficient time to arrive not later than the convening date of the selection board by which the Marine is being considered.

b. For Marines in a combat area or designated hostile fire zone, the photograph requirement is waived.

2. The uniform for official photographs is listed below:

a. Male Officer and Enlisted Personnel

Uniform	Shirt	Trousers	Ribbons
Service "C"	Khaki with	Green	Yes
without	short	Poly/Wool	
cover	sleeve *		

* Wearing of an undershirt (T-shirt is at the individual's option per current uniform regulations.

b. Female Officer and Enlisted Personnel

Uniform	Shirt	Skirt	Ribbons
Service "C"	Khaki with	Green	Yes
without	short	Poly/Wool	
cover	sleeve *		

Pregnant Marines have the option of wearing the Service "C" or maternity uniform

c. The wearing of an inconspicuous wrist watch and/or ring(s) is authorized. Eyeglasses, when worn, will be conservative in appearance. The wearing of earrings by female Marines is at the individual's option per current uniform regulations.

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3. Photograph specifications:

a. Prepare one Polaroid-type picture (Type 107 or equivalent) or digital, three-quarter view, displaying the standing individual in the prescribed uniform, with left shoulder forward. The image of the Marine will measure between 3-1/4" and 3-1/2" in length.

b. Photographer to use plain, light-colored background. Do not use curtains and/or carpets as background in the finished print.

c. Arrange lighting to avoid background shadows and to produce a light gray to white background in the finished print

d. Create a title board (2-inch high letters, if available) containing the Marine's last name, first name and middle initial(s), name suffix, rank, primary MOS, complete SSN, height (inches)/weight and date photograph was taken (in year, month and day sequence). Place at or near the Marine's feet so that it is legible in the photograph. Ensure the identifying data is clearly readable in the finished print. Example:

LEATHERNECK J P
SSGT 0193
123 45 9876
73 182

960601

e. Securely mount the photograph on an 8 1/2 x 11-inch sheet of white bond paper. Type the following information below the photograph: Current MCC/RUC (for USMCR indicate SMCR RUC only), current DSN or commercial telephone number, component designation; i.e., USMC, USMCR (SMCR or IRR (as applicable)), or for USMCR on active duty with Active Reserve (AR) program (USMCR-AR). For all USMC officers indicate the competitive category designation; i.e. unrestricted (UNR), limited duty officer (LDO) or warrant officer (WO).

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Example:

0-8/54026	04801
DSN 224-1971	(301) 981-5829
USMC UNR	USMCR-SMCR/IRR/AR

f. When a command training and audiovisual support facility (TAVSF) or an alternate photographic support facility is available, use those facilities to the maximum extent possible to produce official photographs which comply with the requirements specified above.

g. Digital Photographs. Marines stationed at installations that only provide digital photographs with a blue-gray background are authorized to submit this type of promotion photograph subject to the specifications provided in paragraphs 2002.3a through e above.

h. Marines authorized an alternate weight standard, per MCO 6100.10, will include a copy of the written authorization as an attachment to the photograph.

i. A written description of the Marine's personal appearance is submitted when an official photograph cannot be produced. The commander will include in this description, remarks concerning height and weight, posture, grooming and appearance in uniform. Include all identifying data normally required for official photographs; i.e., name, grade, MOS, competitive category designation for officers, and SSN in the description provided to the CMC (MMPR). For officer promotion selection boards, only the eligible officer may submit documentation regarding their height and weight. Commanders may still submit documentation of the officers' height and weight, but it must be submitted via the eligible officer for their endorsement per current laws and regulations.

4. Mail photographs to the CMC (MMPR) without a letter of transmittal. Where possible, use bulk mail procedures in forwarding photographs or written descriptions. Label envelopes or containers as "PHOTOGRAPHS-DO NOT BEND".

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CHAPTER 3

OFFICER'S QUALIFICATION RECORD (OQR)

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CHAPTER 3

OFFICER'S QUALIFICATION RECORD (OQR)

3000. INTRODUCTION

1. Every officer, Regular and Reserve, will have an OQR. Properly maintained, the record presents a cumulative and concise summary of basic events in the officer's career from the time of acceptance of appointment to separation. The OQR also serves as the basis for reporting information into the MCTFS and provides commanders with background information to assist them in officer personnel planning and assignment.

2. The OQR is considered confidential in nature; therefore, divulge no information from it, except to persons properly and directly concerned in the performance of their assigned duties. Chapter 12 of MCO P5211.2A provides guidelines for release of personal information. Refer questionable requests to the commander for decision. The OQR must be returned to the personnel office or sufficiently safeguarded at the end of each workday to ensure accountability.

3001. GENERAL INSTRUCTIONS ON THE CARE AND MAINTENANCE OF THE OQR

1. Responsibility. Responsibility for the care and maintenance, including opening and assembly, custody, timely forwarding, making entries, closing, etc., rests with the commander. Although the commander may appoint a custodian to perform these functions, the commander cannot delegate the responsibility. The following general instructions apply to the care and maintenance of the OQR.

2. Assembly and Recording

a. The OQR is composed of a cover, standard pages, and pertinent documents. When space on a standard page or any of its sections is exhausted, note at the bottom of the page "continued on supplemental page." You may abbreviate this annotation; e.g., "Contd on Supp Pg." Line out the unused portions of the page to preclude further entries after opening the supplemental page. Insert an additional page and label it with an alpha-numeric page

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number at the bottom center; e.g., "(3)a," "(8a)a," etc., as supplemental. Enter the alpha-numeric notation on additional (supplemental) pages in either upper or lower case letters. Place the supplemental page(s) behind the closed-out pages in the appropriate sequence. Enter the last name, first name, and middle initial(s) at the bottom of each page. Enter the name using one of the following options: 1) natural capitalization; 2) last name all upper case only; or, 3) entire name in upper case. Enter the SSN in the space provided for service number. The SSN format prescribed for official correspondence is appropriate; e.g., 123 45 6789. Computer generated OQR pages will contain the full name in capital letters and the SSN in the space provided.

b. Insert standard pages in the OQR Cover (NAVMC 123a), beginning with NAVMC 763, Appointment Acceptance and Record as the top document on the right side and followed in order by the standard pages listed below. It should be noted that some of the standard pages may have originated from the officer's prior enlisted record and be brought forward as part of a continuing record upon acceptance of commission (see paragraph 4001.2d(2)).

(1) NAVMC 118(3) (Rev. 5-74), Chronological Record

(2) NAVMC 118(8A) (Rev. 3-77), Military and Civilian occupational Specialties, Education Courses, Technical Training Tests Completed.

(3) NAVMC 118(9) (Rev. 7-86), Combat History -- Expeditions -- Awards Record.

(4) NAVMC 118(11) (Rev. 3-82), Administrative Remarks.

(5) Computer-generated Record of Emergency Data (RED) (NAVMC 10526/DD Form 93 or locally produced form (Reserve or officer candidate) are acceptable until accession into MCTFS.)

(6) SGLV - 8286, Servicemen's Group Life Insurance Election (see MCO P1741.8).

3. Documents. The document side of the OQR is provided for inserting some standard pages from the enlisted service record and various documents regarding the Marine that should be made a permanent part of the official record. Only file information that is relevant and necessary to accomplish a purpose required

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by statute, Executive order, Marine Corps order, or other directive of higher headquarters. Do not use the OQR as a catchall. Documents of temporary value, which are not specifically required to be filed in the OQR, shall be filed in the unit's correspondence files; do not file them in the OQR. Insert the following documents, if applicable. The following listing is provided in a suggested filing sequence. There is no mandatory sequence for filing documents in the OQR.

a. NAVPERS 5510/1, Record of Personnel Reliability Program. When an officer is involved in the Personnel Reliability Program (PRP), file the NAVPERS 5510/1 as the top document.

b. Leave and Earnings Statement (LES) DFAS-KC 7220/39 (Rev. 1/91). Except as noted in subparagraph 3001.3a, file the commanding officer's copy of the LES in chronological sequence (most recent on top) as the top document(s) on the document side of the Marine's OQR until the annual LES audit. Instructions for preparation, maintenance, and disposition of the LES are contained in MCO P1080.40, MCTFSPRIM.

c. File copies of documents authorizing leave/delay (including PCS orders, all types of TAD orders, NAVMC 3, and foreign leave authorizations) on the document side of the OQR until the appropriate leave period appears on the monthly LES. Upon verification of leave period remove the documents. (Do not place original orders and/or original leave authorizations in the OQR. File original leave authorizations in the command's correspondence files per MCO P1050.3.)

d. Basic Individual Record/Basic Training Record (BIR/BTR). The join or periodic audit copy with signatures will be filed in the OQR. Printing and filing a corrected copy is only required upon deployment.

e. NAVPERS 5510/3, PRP Screening and Evaluation Record.

f. DD Form 1561. Statement to Substantiate Payment of Family Separation Allowance (FSA). Retain until termination of the FSA is posted on the LES.

g. IRS Form W-4, Employee's Withholding Allowance Certificate. (Federal and State)

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h. IRS Form W-5, Earned Income Credit Advance Payment Certificate, for eligible Marines who have filed for and are receiving earned income credit.

i. DD Form 2058 and 2058-1, if required, State of Legal Residence Certificate. Upon execution of the DD Form 2058-1, ensure that a separate IRS Form W-4 is completed for state (see MCO P1080.40, MCTFSPRIM, par. 5059).

j. NAVMC 10922. Dependency Application. File the latest application(s) approved by the commander or approved/disapproved by the CMC (MHP-20). (Refer to MCO P1751.3.)

k. NAVMC 11051, Assignment to Government Quarters (See MCO P11000.22) or the appropriate form used by the Army, Navy, or Air Force. Remove upon completion of the annual LES audit following termination of assignment to government quarters.

l. Special Power of Attorney concerning child care plans for dual-service parents and single parents having custody of their children.

m. DD Form 1407, Dependent Medical Care and DD 1173 Statement (only on separation or retirement).

n. DD Form 2494, Uniformed Services Active Duty Dependents Dental Insurance Plan Enrollment Election.

o. DD Form 2057, Contributory Educational Assistance Program (VEAP) - Statement of Understanding.

p. DD Form 2384, Selected Reserve Educational Assistance Program (GI Bill), Notice of Eligibility. Retained on all personnel eligible for enrollment in the program.

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q. DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB) - Statement of Understanding. Retain on all personnel whether enrolled in or disenrolled from the program.

r. VA Form 21-8951, Benefits/waiver Certification (Reserve officers only). (See MCO P1080.40, MCTFSPRIM.)

s. Documents supporting payment of allowances which are considered necessary by the commander.

- t. DD Form 802, Request for Certification of Eligibility (FHA) Loan.
- u. DD Form 1966, Application for Enlistment - Armed Forces of the United States.
- v. NAVMC 763, Appointment Acceptance and Record (OQR) copy from the officer's previous appointment.
- w. DD Form 4, Enlistment/Reenlistment Document - Armed Forces of the United States and any extension agreement (NAVMC 321a) thereto (officer candidates, WO, LDO, ECP's, etc.).
- x. DD Form 214, Certificate of Release or Discharge From Active Duty.
- y. DD Form 398, Personnel Security Questionnaire (most recent copy retained as long as military status is maintained to expedite future updates). DD Form 398 will be replaced by SF Form 86 upon updating of information noted thereon and removed.
- z. SF Form 86, Questionnaire for National Security Positions (most recent copy retained as long as military status is maintained to expedite future update).
- aa. DD Form 1879. Request for Personnel Security Investigation. (Duplicate copy, plus any supporting documents. Retain until security clearance is granted or denied.) (See MCO 5521.3.)
- bb. OPNAV Form 5511/14, Security Termination Statement.

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cc. Individual Deployment Record (IDR). Accumulated deployed and career sea duty time are reportable items in the MCTFS. Manual update of the IDR currently in the OQR is no longer required. The manually prepared IDR(s) on file in the OQR is a permanent record and will remain in the OQR until discharge or retirement. There is no requirement to maintain a printed copy of the MCTFS information in the OQR (see note 7, table 4-1). Refer to MCO P1080.40 for MCTFS IDR/career sea duty time auditing requirements. (Not applicable to the Ready Reserve except for SMCR/IRR Marines with prior Marine Corps active service where accumulated deployed time/career sea duty time accrued.)

dd. Annual Retirement Credit Report (ARCR) and Career Retirement Credit Report (CRCR). File the original signed copies of the ARCR and CRCR. Upon completion of the next anniversary audit, remove the previous year's ARCR and CRCR and replace with the ARCR and CRCR containing the most current information. The CRCR prepared and filed between June 1992 and October 1992, as directed by HQMC, upon which the Marine certifies the accuracy of previously reported Reserve retirement credit points, will not be removed from the record. This certified CRCR is a permanent historical document. Refer to MCTFSPRIM for unit diary reporting requirements.

ee. NAVMC 798. Reserve Retirement Credit Report (RRCR) Completion and

submission of the NAVMC 798 is no longer required as the primary means of reporting Reserve retirement points. All NAVMC 798's on file in the OCR are permanent records. See paragraph 30C1.3ff concerning requirements to file the ARCR and CRCR.

ff. Individual Drill Attendance and Retirement Transaction Card (IDART-NAVMC 907A) (Reserve personnel only). There is no requirement to maintain entries on the card. IDART cards on file in the OCR are permanent records.

gg. Copy of orders to EAD and AR, including all endorsements (excluding orders and endorsements relating to annual training (AT)). Retain EAD and AR orders until the first anniversary audit following the Marine's release from active duty.

hh. Release from active duty orders.

ii. CMC letters directing transfer to the Inactive Status List, Standby Reserve.

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jj. A written explanation of the eligibility requirements for VA dental treatment, signed by the Marine or by the commanding officer if the Marine refuses to sign. (Applies to Marines who serve on active duty not less than 180 days.)

kk. Decision/authorization letter from physician in the case of incapacitated children (active duty records only).

ll. Letter authorizing alternate weight standards. Retain on file as long as waiver remains valid. (Refer to MCO 6100.10.)

mm. Preseparation Counseling Acknowledgment. Completed at time of separation and filed in the OQR for permanent retention.

nn. Marine's written rebuttal statement concerning a derogatory administrative remarks page entry.

oo. Standard pages of the OQR which have been superseded/canceled and placed on the document side of the OQR by previous editions of this Manual.

pp. NAVMC 118(6), Weapons Firing Record; Competitive Marksmanship.

qq. Duplicate originals or certified copies of general and special courts-martial promulgating orders per JAGINST 5800.7, JAGMAN.

rr. OPNAV Form 5211/9, Record of Disclosure - Privacy Act of 1974.

ss. NAVMC 11000, Privacy Act Statement for Marine Corps Personnel and Pay Record.

tt. Any other document(s) required by current regulations or considered necessary by the commander.

uu. Certified copy of separation physical (medical and dental).

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4. Lost or Missing Officer Qualification Records. In cases where an OQR is lost or missing, the commander will:

a. Prepare a temporary OQR. Insert those pages needed to record the standard identifying data (name, grade, SSN, MOS, Component), present duties, and other entries concerning changes which are normally recorded. Place the word "Temporary" on the cover and at the bottom of each page.

b. If a BIR/BTR is not available, print one from the MCTFS to assist in establishing the temporary record.

c. Make every effort to find the original OQR. If the officer was joined without an OQR, check the command from which transferred and all commands to which the officer reported enroute. In the case of officers transferred from a combat zone, follow the procedures contained in paragraph 4002.2.

d. When the OQR has been missing for more than 90 days, or the steps described in paragraph 4002.1 have been unsuccessful, request available OQR information from the CMC (MMSB-10). In this request, describe what steps were taken to recover the original OQR and the results.

e. If the missing OQR is found, transfer to it, from the temporary record, current additional pages or information and destroy the remainder of the temporary OQR. When pages are transferred, line out the word "Temporary."

5. Closing and Distribution of OQR and Health Records

a. Officers may deliver their own OQR and health records to the designated duty station when ordered to that duty station on PCS or for TDY or TAD of 30 days or more. As part of the check-in process, the medical and dental records are delivered to the nearest medical and dental facility responsible for providing treatment to the officer 5 unit. Medical and dental records shall be held and maintained by the medical and dental facilities. When a dental facility is not in the geographic area of the officer's unit, the dental records shall be held and maintained as part of the medical record. In case it is not practical for the officer to make delivery, forward the OQR by

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mail so that it will arrive at the designated duty station about the same time as the officer (see paragraph 4001.5 for mailing instructions). Upon completion of TDY or TAD, officers will personally return their records to their permanent duty station. Exception: The records of an officer carried on the rolls of the Marine Security Guard Battalion, who is assigned duty

with the State Department, National Security Agency, or similar activities will not be forwarded to the designated duty station to which the officer is ordered for TAD for 30 days or more. See table 4-1, note 3.

b. When an officer is discharged, dismissed, retired, or resigns from the service, close out the OQR by making appropriate entries on the "Chronological Record." Forward the closed-out OQR to the CMC (MMSB-20), Suite 114, 2008 Elliot Road, Quantico, VA 22134-5030 and health record (along with a reproduced copy of Copy #2 of the DD 214) to DVA, SMRC, P.O. Box 150950, St. Louis, MO 63115-8960.

c. When an officer is discovered to be missing, the unit has 10 days in which to conduct an investigation into the circumstances of the disappearance and to declare the Marine missing, missing in action, or captured. Per MCO P3040.4 (MARCORCASPROCMAN), the Duty Status Whereabouts Unknown (DUSTWUN) casualty status applies during this period. Upon assignment of the missing, missing in action, or captured casualty status, transfer the officer by service record to HQMC, Washington, DC (MCC 010, RUC 54003), and forward the OQR and health/dental records to the CMC (MR), Headquarters, U.S. Marine Corps, Washington, D.C. 20380 by the most expeditious means possible.

d. When an officer dies, immediately FAX (DSN 426-2072, Com (703) 426-2072) a copy of the most recent SGLI election form and RED to the CMC (MR). Within 48 hours of the death, close out the OQR and health/dental records, and send them by the most expeditious means possible to the CMC (MR). Clearly mark on the envelope "DECEDENT RECORDS FOR MR". When the death occurs outside CONUS or onboard ship, service records will be placed in the transfer case with the remains to ensure timely arrival in CONUS.

e. When a Reserve officer is released from active duty, the commander shall forward the OQR to CC, MCRSC and the health record to DVA, SMRC.

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f. When an officer undergoes a change in status which does not result in a permanent severance from the Marine Corps, the following will apply:

(1) When a permanent warrant officer accepts a temporary commission or a Reserve officer accepts a permanent appointment in the Regular Marine Corps, retain the OQR. Move the old NAVMC 763 to the document side of the record. Place the new NAVMC 763 as the top document on the standard side.

(2) When an officer of the Regular Marine Corps resigns and immediately accepts a commission in the Marine Corps Reserve and is released to inactive duty, move the old NAVMC 763 to the document side of the record, and place the new NAVMC 763 (Copy 1 (OQR)) as the top document on the standard side. Distribute the remaining copies of the new NAVMC 763 per paragraph 3003.4c. The commander will then forward the OQR to the CG, MCRSC and the health record(s) to the DVA, SMRC.

g. Instructions for the transfer of records in each case are provided in table 4-1, chapter 4. Ensure that records are transmitted in a timely fashion, and are properly packaged and addressed per the applicable notes for table 4-1.

h. When an officer reverts to enlisted status, dismantle the OQR. Extract and file all documents applicable to the enlisted record (see paragraph 4001.2c) on the left side of the newly created SRB. Deliver to the Marine those documents not requiring transfer. Prepare and file standard pages that are required in the SRB. Certain standard pages of the OQR are extracted and transferred to the right side of the new SRB to become a part of the continuing enlisted record. Extract and transfer or dispose of the standard pages of the OQR as shown below:

(1) (NAVMC 123a) Cover - destroy.

(2) (NAVMC 763) Appointment Acceptance and Record - file on the document side of the SRB.

(3) (NAVMC 118(3)) Chronological Record - file as page 3 of the new SRB. Place any NAVMC 123(2) which has a previously recorded entry on top of the NAVMC 118 (3).

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(4) (NAVMC 118(8a)) Military and Civilian Occupational Specialties, Education Courses, Technical Training and Tests Completed - file as page 8a of the new SRB.

(5) (NAVMC 118(9)) Combat History--Expeditions--Awards Record - file as page 9 of the new SRB.

(6) (NAVMC 118(11)) Administrative Remarks - file as page 11 of the new SRB.

(7) Record of Emergency Data - file on the right side of the SRB. If information on the form is changed, report corrections per MCO P1080.40, MCTFSPRIM, as appropriate.

(8) (SGLV - 8286) Servicemen's Group Life Insurance Election (2d page) - transfer to the new SRB, unless Marine opts to change beneficiaries. If a new form is created, distribute copies per MCO P1741.8.

6. Custody. Grant access only to the Marine or those persons officially working with the OQR. Officers may examine their OQR whenever they desire to do so.

7. Making Entries (General). Make all entries with a typewriter or word processor, if possible. Use of the self-correcting typewriter is permitted in making OQR entries provided the finished entry is clear, neat, and does not appear as an unauthorized/indistinct entry alteration. If not possible to use a typewriter, print entries neatly in black ink.

a. Use a black ribbon for all electronically created entries and use black ink for all rubber stamp and handwritten entries. Signatures must be made in the Marine's handwriting.

b. Rubber stamps may be used.

c. Erasures, strikeouts, and/or any type of correction fluids or ink eradicators are prohibited.

d. Methods of Correction. Unless specific instructions state otherwise, make authorized changes and corrections per the appropriate method shown below. See paragraph 5000.7 for other administrative action required whenever errors are discovered during periodic audits. Initial or sign changes/corrections as provided in paragraph 3001.7h.

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(1) By Pen Change. Draw a thin-inked line (using black ink) through the character(s)/numeral(s)/word(s) to be changed or corrected, and enter the change or correction directly above or below the original information.

(2) By Counterentry. This type of correction is used to delete an entire entry as erroneous. Draw a thin-inked line through the entry to be deleted.

(3) By Modifying Entry. In this case, reference the previous entry(ies) being modified. (Example: "Refer to 3d entry this page.") Make this entry in the same general form as the original but include the corrections, additions, or modifications necessary to record the true facts. Draw a thin-inked line through the original entry before the modification is made.

e. Use authorized abbreviations or acronyms whenever practicable.

f. Unless specific instructions state otherwise, enter dates in numerical form by year, month, day. Each component of the date will consist of two digits. Prefix single digits with a zero; e.g., enter 9 June 1968 as 680609. When only year and month are known, record 680600. If only the year is known record 680000.

g. Late Entries. See paragraph 5000.8.

h. Signatures. Unless instructions for individual entries state otherwise, authenticate entries per the following:

(1) A facsimile signature of the CG, MCSRC or an officer duly designated may be used to authenticate entries made for the IRR, provided the entries are of recordkeeping nature and do not require an opinion or decision by the commander regarding the content of the entries.

(2) Regular and SMCR units are authorized to use a facsimile signature to authenticate entries of a recordkeeping nature. For purposes of clarity, recordkeeping entries do not include entries that require an opinion or judgment of the commander, or any other entries, documents, forms, or entries specifically requiring the signature of the commander. Facsimile authorizations for commissioned and warrant officers must be

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be designated in writing by the commanding officer and must include any limits imposed.

(3) Facsimile signatures shall be validated by the handwritten initials of the designated officer. Facsimile stamps must be properly safeguarded and used only for the purpose for which authorized. (See MCO P5000.14)

(4) A civil service employee whose position description states recordkeeping/maintenance responsibilities may authenticate OQR entries if designated in writing.

(5) Except as authorized above, the commander, the acting commander in the commander's absence, or a commissioned officer, warrant officer, or SNCO designated in writing will authenticate entries.

(6) At their discretion, SMCR commanders may grant the Inspector-Instructor of an SMCR unit or active duty commanding officer, in the case of 4th MAW SMCR units, by direction authority to sign OQR entries of a recordkeeping nature on members of the SMCR unit. By direction authority should not include entries which require the opinion or decision of the SMCR commander or entries specifically requiring the SMCR commander's signature. Indicate signature entries by the Inspector-Instructor or active duty commander as "Bydir" rather than "I-I" or "Co."

i. When two or more successive entries requiring a signature are made at one time, the signature may be placed opposite the last entry and the remaining signature space crossed out by a diagonal line.

3002. COVER -- OFFICER'S QUALIFICATION RECORD (NAVMC 123A) Prepare an OQR cover for every officer record. Type or hand-print in permanent-type black ink the officer's name (last name, first name, and middle initial followed by such titles as "Jr.," "Sr.," or Roman numerals ie "II," "III," etc.) and SSN in the space provided. When the first and middle name consist of two initials, place the first initial in the "first name" portion of the cover, and the second initial in the "middle name" portion of the cover. Follow both initials by a period. Reporting units

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may affix a white gummed-label produced through the Commander's Unit Diary Data Base retrieval system (Marine Integrated Personnel System (MIPS)) or word processing system with label producing capabilities. Gummed-labels will contain only the identifying information indicated above. Any additional information is prohibited. When the label is used, affix it in the space provided for the last name. Insert authorized standard pages (see paragraph 3001.2b) on the right side of the cover. File any other matter authorized for filing in the OQR as a document on the left side.

3003. APPOINTMENT ACCEPTANCE AND RECORD (NAVMC 763) (REV. 1-91)

1. Complete a United States Marine Corps Appointment Acceptance and Record (NAVMC 763 (Rev. 1-91)) for each appointee who accepts initial appointment to warrant/commissioned grade, and for each warrant/commissioned officer who effects a status change in the Marine Corps or Marine Corps Reserve.

2. The following procedures apply in administering the appointment:

a. The CMC (MCRC) will send the partially completed NAVMC 763, in quadruplicate, to the individual's commander or to an organization designated to administer the appointment, as an enclosure to the letter transmitting the appointment.

b. Upon receipt of the NAVMC 763, the commander will:

(1) If not already done, complete from local records and by interview, the following items on the original and all copies per paragraph 3003.3

(a) Item 14. Religion.

(b) Item 14A. Religion Code.

(c) Item 21D. Date of Discharge.

(d) Item 22. Administration of Oath.

(e) EFF DATE. Use effective date ONLY when directed by the CMC.

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(2) Complete the above items in an all capitalization and normal spacing format to present standardization throughout the form.

(3) Pay special attention to the detailed instructions contained in the letter of transmittal; e.g., unit diary reporting, DD Form 214 requirements, etc.

(4) When the appointee is not physically present at the organization, the commander will complete the items indicated above, except item 22, and will forward all documents to the commander of the unit where the appointee is physically located to effect the appointment. The officer effecting the appointment will complete item 22 and return all documents to the individual's parent command.

(5) Upon completion of the NAVMC 763, open an OQR, if appropriate, and complete the distribution of documents as specified in paragraph 3003.4.

(6) While the use of a self-correcting typewriter is an acceptable method of correcting typographical errors made in the process of entering information into the OQR, the NAVMC 763 is a self-carbonizing form which will transfer any correction ribbon strikeover attempts to subsequent pages. Per paragraph 3002.4c, strikeovers are prohibited; as such, the use of a self-

correcting typewriter as a method of making corrections to the NAVMC 763 is not authorized.

c. Item 11, Lump-Sum Leave (LSL) is no longer used. If this item is blank on previously issued forms, there is no need to enter this information or request correction.

3. The following instructions govern completion of the items listed in paragraph 3003.2b(1). If not already completed by HQMC, follow these instructions explicitly when completing the specific items. Except for Item 22, record all dates in two-digit year, month, and day sequence separated by spaces. Precede single digits with a zero. For example: "50 01 08" for 8 January 1950.

a. Item 14 - Religion. Enter the religious preference.

b. Item 14A - Religion Code. Enter the religion code from MCO P1080.20, MCTFSCODESMAN.

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c. Item 21 - Prior Service/ Item 21D - Dates of Discharge. The primary purpose for entries in this item is for computation of creditable service. Periods of service that are not creditable for any purpose (i.e., service as a cadet or midshipmen while attending a service academy or in a ROTC program) will not be reflected on the NAVMC 763. List periods of service that are not creditable for pay purposes, but may be creditable for other purposes (i.e., a period in the Delayed Entry Program (DEP) commencing after 1 January 1985), with a notation that the period is not creditable for pay purposes. Local command changes, additions, or deletions in this section are prohibited. Any information listed under "Prior Service" which is thought to be in error will be corrected by the CMC (MMSB-10) and will require specific documentation by the local command to justify any change. The only exception to the above is if an item is left blank and separate instructions are given for completion (i.e., Item 21D left blank for date discharged from last period of service). In most cases, the date of discharge for the last period of service will be the date prior to the date of acceptance in item 22.

d. Item 22 - Administration of Oath. After the oath of office has been given, the appointee will sign full name on the signature line of the original. The NAVMC 763 is printed on self-carbonizing paper that will enable the signature from the original to be transferred to all attached copies. Each copy of the NAVMC 763 will be certified as a true copy by the appointee's original signature (not the officer administering the oath) in the certification area provided on the form. Special care should be taken to ensure that a carbonized signature does not appear in the certification portion of any copy. Type the organization/ location at which the appointment is taking place on the line following: "Subscribed and duly sworn to before me at unit." For example: MCCDC, QUANTICO, VA. Enter the date as 1ST, 2D, 3D, etc., JAN, FEB, MAR, ETC., and 98, 99, etc. The officer administering the oath will sign the original copy on the line provided. All remaining copies must bear the carbonized signature of the appointing officer. The name, grade, and component of the officer administering the oath will be typed below the signature line.

e. EFF DATE - Effective Date. The effective date is used primarily for reversions and resignations when the officer departs the area and must sign item 22 prior to the effective date. In every instance in which "effective date" is used, the CMC (MCRC) will provide specific authority. In all other cases,

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the effective date is the date the NAVMC 763 is signed as entered in item 22, regardless of any date entered in the "effective date" that was entered without proper authority.

4. The commander of the organization designated to administer the oath of office will immediately make distribution of the completed NAVMC 763, as follows:

a. Appointments of members of the Platoon Leaders Class, Naval Reserve Officers Training Corps, and U.S. Naval Academy. Return the original (OMPF), Copy 1 (OQR), and Copy 2 (PROM BR) to the CMC (MCRC). Deliver Copy 3 (INDIV) to the appointee for retention. The CMC (MCRC) will forward Copy 1 (OQR) to the appointee's first duty station. The Commanding Officer, Marine Barracks, Annapolis, MD may retain Copy 1 (OQR) for those newly commissioned lieutenants that will be assigned to the Academy during the summer following graduation.

b. Direct Commissioning from Officer Candidates School with Immediate Assignment to Active Duty. Interservice Transfers/Former Marine Officer with Immediate Assignment to Active Duty, Augmentations, Reversions, SMCR Direct Commissioning, MECEP, and Warrant Officer and Limited Duty Officer Appointments.

(1) Original (OMPF) and Copy 2 (PROM BR). Forward to the CMC (MCRC).

(2) Copy 1 (OQR). Insert in the OQR as the top document on the standard side (see paragraph 3001.5f).

(3) Copy 3 (INDIV). Deliver to the individual.

c. Regular Resignations with Appointment in the Reserve

(1) Original (OMPF) and Copy 2 (PROM BR). Forward to the CMC (MCRC)

(2) Copy 1 (OQR). Insert in the 00k as the top document on the standard side and if the officer is to be released from active duty, forward OQR to the CG, MCRSC per table 4-1.

(3) Copy 3 (INDIV). Deliver to the individual.

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d. Interservice Transfers/Former Marine Officers Without Assignment to Active Duty and Specialists

(1) Original (OMPF) and Copy 2 (PROM BR). Forward to the CMC (MCRC).

(2) Copy 1 (OQR). Forward this copy to Commanding General, Marine Corps Reserve Support Command, 15303 Andrew Road, Kansas City, MO 64147-1207, the same day the appointment takes place. Prompt forwarding of the OQR copy is essential for accession of the appointee into the MCTFS.

(3) Copy 3 (INDIV). Deliver to the individual.

5. Corrections to the NAVMC 763 prior to appointment. If accomplished prior to oath of appointment, the following items on the NAVMC 763 and on all copies may be corrected at the unit level; items 1, 2, 3, 6, 10, 14, 14A, 15, 15A, 21D, and 22. Forward requests for changes to items other than those listed above to the CMC (MCRC) in writing. Support requests with appropriate documentation; i.e., DD Form 214, enlistment/reenlistment document, service agreement, etc. A correction accomplished at the unit level will be done by lining out the incorrect information by a thin black ink line and typing the correct information above the lined-out information. All items which are corrected at the unit level will be neatly initialed by the appointee or the officer administering the oath on the original and all copies. Take special care to ensure that original initials appear on all copies, not self-carbonized reproduced initials. Once an appointment is accepted, make all corrections per paragraph 5000.7a.

3004. CHRONOLOGICAL RECORD (NAVMC 118(3)). See paragraph 4006 and table 4-3 for preparation and maintenance instructions.

3005. MILITARY AND CIVILIAN OCCUPATIONAL SPECIALTIES. EDUCATION COURSES. TECHNICAL TRAINING AND TESTS COMPLETED (NAVMC 118 (8A)) See paragraph 4008 for preparation and maintenance instructions.

3006. COMBAT HISTORY -- EXPEDITIONS -- AWARDS RECORD (NAVMC 118 (9)). See paragraph 4009 for preparation and maintenance instructions.

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3007. ADMINISTRATIVE REMARKS (NAVMC 118(11)). Past practices of field commands to indiscriminately record minor infractions, local command data and requirements prompted the decision to limit entries to an absolute minimum. Review of entry requirements is a continuing process and as policy determinations are made changes to this Manual will be published.

1. Limit administrative remarks to matters forming an essential and permanent part of an officer's military history, which are not recorded elsewhere in the OQR or the MCTFS, and which will be useful to future commanders.

2. The following instructions are applicable to entries recorded on this page:

a. Entries required by other Marine Corps directives, but not included in this Manual, are unauthorized. Entries required by ALMAR's, and Personnel Administrative Advisories are excluded from this restriction.

b. Separate entries by a heavy line. Reduce entries to the briefest possible form or as provided in the samples and position them to use the minimum amount of space.

c. The CG, MCRSC, is authorized to make those page 11 entries required to effectively administer the records of Reserve Marines.

d. The provisions of paragraph 1000.5c regarding adverse matter apply to the field service record. If applicable, an adverse entry will include statements to the effect that the Marine was provided an opportunity to make a rebuttal statement; the Marine did or did not choose to make such a statement; and if made, a copy of the statement is filed on the document side of the OQR. If the Marine elects to make a rebuttal statement, the Marine will have 5 working days after referral of the adverse entry to return the completed statement to the commander for entry into the OQR. Page 11 entries must include the following language ONLY if they concern misconduct or substandard performance; confirmed incidents of illegal drug abuse or possession; incidents of alcohol abuse; and administrative measures (par. 3007.3r).

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"I was advised that within 5 working days after acknowledgement of this entry a written rebuttal could be submitted and that such a rebuttal will be tiled on the document side of the of the OQR. I choose (to) (not to) make such a statement."

NOTE: If the Marine refuses to acknowledge (sign) an adverse/derogatory entry, add the statement "Marine refuses to acknowledge this entry" at the bottom of the entry. By refusing to acknowledge the entry the Marine forfeits the opportunity to make a rebuttal statement. Make a counter-entry immediately following the counseling entry to verify the Marine was made aware of the adverse/derogatory entry. The verification counter-entry may be signed by direction of the commanding officer.

e. Certain entries may require authentication by the Commanding officer and/or acknowledgment by the Marine. These specific signature requirements are indicated in the text or sample entries. All other page 11 entries may be signed by direction of the commanding officer (unit commander) unless otherwise indicated. "Unit Commander" is defined as the company, battery, or squadron commander or their functional equivalent; i.e., OIC, I-I, etc.

(See paragraph 3001.7h concerning signatures.)

3. Authorized Entries

a. In Hands of Civil Authorities (IHCA)/In Hands of Foreign Authorities (IHFA). When the Marine is IHCA/IHFA and later acquitted or released without trial, record inclusive dates of confinement and the tact of acquittal or released without trial. If convicted, record date of arrest, nature and date of the offense, trial date, the fact of conviction, sentence adjudged, and the action taken by the commander.

b. Government Vehicle Operator's Permit. When an operator's permit is issued, updated, or renewed per MCO 11240.66, record the fact, vehicle limitation (on issues and updates), expiration date, and all restrictions imposed on the driver. If an operator's permit is revoked, record the fact, the date, and the reason. Sample entries:

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"(Date): Iss Govt Veh Opr's Permit, No. _____, on (date). The fol restr apply: (List restr; i.e., must wear glasses, etc.). Auth to drive the fol veh: (List those classes of vehicle indicated in Part III, #3, of the Application for Government Vehicle Operator's Permit, NAVMC 10964)."

"(Date): Govt Veh Opr's Permit, No. _____, upgraded on (date), to incl (List upgrades as indicated in Part III, #3, of the Application for Government Vehicle Operator's Permit, NAVMC 10964)."

"(Date): Govt Veh Opr's Permit, No. _____, renewed on (date), permit expires (date) ."

"(Date): Govt Veh apr's Permit, No. _____, revoked on (date), for (state reason revoked)."

c. Voluntary Separation Prior to Completion of Final Action on Physical Disability Processing. (Refer to MCO P1900.16.)

(1) when a Marine officer requests separation despite medical treatment or disability processing, the Marine Corps policy is to explain the probable effect on pay benefits. If after the explanation, the officer does not withdraw the request for separation, make the following entry, signed by the officer being separated or released from active duty and witnessed by the officer effecting the separation:

"(Date). I request that I be discharged (released from active duty) despite the explanation which has been given to me that to be eligible for physical disability retirement or severance pay I must be entitled to receive basic pay at the time the Secretary of the Navy makes the determination in my case. Notwithstanding possible prejudice to my case, I still desire separation. I have been advised of my right to file a claim with the DVA for compensation, pension, or hospitalization." If the Marine officer refuses to sign the above entry and still desires to be voluntarily separated, make a counter-entry documenting the refusal. The Marine officer effecting the separation will sign the counter-entry. The officer's

separation is then effected. In all cases where the officer refuses to sign the above statement and the officer is being released from active duty, forward a certified true copy of the statement(s) to the CMC (MMSR-4).

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(2) Marine officers eligible for retirement, or who have already submitted their application to retire, and who are involved in physical disability proceedings, shall be advised that authorization for retirement will not be issued pending final disposition of physical disability proceedings. If the member desires to retire rather than continue with disability processing, the commanding officer shall advise the member that the action may prejudice the Marine's case since the law requires that the Secretary of the Navy make the determination on the disability case while the member is entitled to receive basic pay. If the Marine still desires to retire after this explanation, the following entry will be made, signed by the Marine being separated and witnessed by the officer effecting the separation:

"Date. I hereby certify that it has been explained to me that I may be suffering from a physical disability and that I am entitled to a full and fair hearing before a PEB under Title 10 U.S.C. 1214. With full knowledge of my rights in this matter, I request that I be retired on (Date) despite the fact that to be eligible for disability retirement I must be entitled to basic pay at the time the Secretary of the Navy makes this determination in my case. I have been advised of my right to file a claim with the DVA for compensation, pension, or hospitalization. I (do) (do not) desire to file a claim with the DVA for compensation, pension, or hospitalization."

d. Aviation Insignia (NA, NFO, ON, NAO, Navy, and Combat Aircrew). Record an entry when a Marine becomes eligible to wear such insignia. Record a counterentry when a Marine's authorization to wear such insignia is revoked. Sample entries:

"(Effective Date). The authority to wear (type aviation insignia) is granted."

"(Effective Date). The authority to wear (type aviation insignia) is revoked (cite reason and authority for revocation)."

e. Assignment/Termination/Reinstatement of Assignment to Duty Involving Parachute Jumping. Make an entry when a Marine's assignment is revoked/reinstated. The entry will include the reason and authority for termination/reinstatement and whether or

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not the authority to wear the parachute insignia is or is not revoked (see MCO P1000.6). Sample entry:

"(Effective Date) the assignment to duty involving parachute jumping is terminated/reinstated (cite reason and authority), authority to wear parachute jumping insignia (is) or (is not) revoked/authorized."

f. Personnel Reliability Program (PRP)

(1) Preliminary screening incident to transfer for training which will lead to a PRP assignment is required. Sample entry:

(Date). Preliminary PRP screening for personnel records, medical evaluation, and personnel interview IAW SECNAVINST 5510.35. Appropriate investigation initiated. You are suitable for transfer for training. Major. J. DONATO, Co, 23May94."

(2) Formal PRP Screening is required for personnel who engage in training leading to a PRP assignment. The training command will review the individual's personnel record to assure that the preliminary screening was done. If the individual is not qualified based on this record review alone, the training command will briefly state that the member was found unsuitable for PRP training assignment.

"(Date). Formal PRP Screening has been conducted. Based upon review of records, you were found unsuitable for PRP training and assignment IAW SECNAVINST 5510.35. LtCol J. F. ALLEN, USMC, CO."

(3) Permanent decertification is a formal determination that the Certifying Official can no longer assert that the individual continues to meet the reliability standards provided in enclosure (3) to SECNAVINST 5510.35. The following signed and dated entry will be made:

"(Date). I, (name/grade/MOS), have been advised that I have been permanently decertified for assignment to a reliability billet as defined in SECNAVINST 5510.35. I understand this decertification will be made a part of my permanent record. I

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did/did not submit a statement on my behalf with the report of decertification submitted to CMC."

(Signature of Marine)

(Signature of CO/OIC)"

g. Voluntary Retirement of Officers on Active Duty. An entry is required when an officer on active duty requests a transfer to the retired list. The Marine will sign the entry. Sample entry:

"(Date). I request transfer to the retired list effective (Date). I have signed the Commanding Officers pre-application checklist and fully understand the ramifications of this request."

h. Request for Resignation. An entry is required when an officer requests resignation. The Marine will sign the entry. Sample entry:

"(Date). I request to resign my commission in the Marine Corps effective (Date) and (do) (do not) desire a Reserve commission. I have been counseled per paragraph 5003 of MCO P1900.16E."

i. Record of Issue of Wet-Type Divers' Dress, Campaign Service Hat, Suitcase, Trunks, and General Officer Personal Distinguishing Flap. Make an entry when a Marine is issued any of the above items. The entry is permanent. Do not change or delete the entry unless the Marine is separated under other than honorable conditions, and the equipment is returned.

j. Certification and Suspension or Revocation of Air Traffic Control (ATC) Certification. NAVAIR 00-80T-114, paragraph 3.3.1.2 requires a permanent record of ATC ratings. Make an entry upon initial certification of ATC ratings. Local ATC recertifications do not require additional entries in the service record. The initial certification entry is in addition to the entries required in the Marine's ATC training and qualification record (NAVMC 11004). NAVAIR 00-80T-114, paragraph 4.4, requires an entry when certification as an ATC is suspended or revoked. NAVAIR 00-80T-114 further stipulates that a suspension or revocation is an administrative action and is not to be construed as disciplinary action. That information must be included as

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part of the entry. The Marine will sign the suspension/revocation entry. Sample entry:

"(Date). ATC Rating(s) (type(s)) is/are (suspended or revoked) this date. I acknowledge this (suspension or revocation) as an administrative action authorized by the ATC officer and that this action is not of a disciplinary nature."

k. Marine Corps Uniforms Purchased Outside the United States. An entry is required when a Marine officer purchases a Marine Corps uniform outside the United States from sources other than the exchanges or cash sales. The entry will stipulate that the materials, findings, patterns, and specifications are per MCO P1020.34, Marine Corps Uniform Regulations.

l. Misconduct or Substandard Performance Counseling. An entry may be used to reflect counseling concerning misconduct or substandard performance. The Marine will acknowledge (sign) the counseling entry. This entry must include the language in paragraph 3007.2d concerning the officer's right to submit a rebuttal. Sample entry:

"(Date). Counseled this date concerning (misconduct) (substandard performance): (brief description of misconduct or substandard performance). I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the document side of the OQR. I choose (to) (not to) make such a rebuttal."

m. Hostile Fire Area Assignment. Marines desiring to waive their OCD and volunteer for a second tour in a designated hostile fire area must sign the following entry. (Refer to MCO P1300.8.)

"(Date). I hereby waive my OCD and request assignment to (designated hostile fire area). I understand that this waiver does not guarantee a particular location and my ultimate assignment overseas will be predicated on the needs of the Marine Corps.

n. Waiver of Designation as Sole Surviving Son/Daughter and Revocation of Waiver. Marines designated sole surviving son/daughter as defined by MCO P1300.8, may waive or revoke privileges as appropriate by signing one of the following sample entries and submitting same signed statement to CMC (MMOA)

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(1) Waiver of privileges:

"(Date). I hereby waive my rights to restrictive assignment as a sole surviving son/daughter per MCO P1300.8."

(2) Revocation of waiver:

"(Date). I hereby revoke the waiver of my sole surviving son/daughter status and request reinstatement of that status per MCO P1300.8."

o. voluntary Participation in Unit Deployment and Waiver of OCD. Marines who volunteer to participate in a TAD unit deployment overseas must sign the following entry:

"(Date). I hereby volunteer to participate in unit deployment with (unit), and I understand the consequences of this action as explained in MCO P1300.8."

p. Election of Tour Length. Marines with dependents electing an unaccompanied tour in lieu of an accompanied-by-dependents tour will sign the following sample entry. (Refer to MCO P1300.8.)

"(Date). I hereby request an unaccompanied tour as described by MCO P1300.8."

q. Voluntary Waiver of OCD. Marines desiring to volunteer for a dependents-restricted tour and waive their CCD must sign the following entry.

"(Date). I hereby waive my OCD per the provisions of MCO P1300.8"

r. Confirmed Incidents of Illegal Drug Abuse or Possession. (Refer to MCO P5300.12) Record in the OQR all confirmed incidents (civil or military) of illegal drug involvement. Consult MCO P1610.7 concerning requirements for submission of a "DC" fitness report. Whenever the counseling entry is made, afford the Marine the opportunity to make a written rebuttal, if any, for inclusion on the document side of the Marine's OQR. The entry must include the language contained in paragraph 3008.2c concerning the officer's right to submit a rebuttal. The Marine will acknowledge (sign) the counseling entry. Sample entry:

(Date). Counseled this date concerning my illegal drug involvement; specifically, indicate involvement; i.e., trafficking, possession, usage and, if identified through urinalysis testing, give DoD Drug Testing Laboratory message number and type of drug identified. Include specific recommendations for corrective action, to include date placed on/ removed from the urinalysis Surveillance Program (USP) and date Marine was seen by a substance abuse counselor. I am advised that processing for administrative separation for cause is mandatory per MCO P1900.16. I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the document side of the OQR. I choose (to) (not to) make a statement."

s. Alcohol Abuse. (Refer to MCO P5300.12) Commanders will have an entry made in the OQR after counseling a Marine for a first or subsequent alcohol-related incident that resulted in civilian or military adjudication in a court of law or under the UCMJ, and in the commander's judgment, a contributing factor to the incident was the Marine's ingestion of alcohol. Consult MCO P1610.7 for "DC" fitness report submission requirements on second and subsequent incidents and mandatory Section C comment requirements. Whenever the counseling entry is made, the Marine must be afforded the opportunity to make a written statement. File the statement, if any, on the document side of the Marine's OQR. The entry must include the language contained in paragraph 3008.2d concerning the officer's right to submit a rebuttal. The Marine will acknowledge (sign) the counseling entry. Sample entry:

"(Date). Counseled this date concerning my conviction of (list charge(s); provide specific recommendations for corrective action; and assistance available). (If the commander plans to process the Marine for judicial or separation proceedings as a result of the offense, include the information in the entry. If the commander does not plan to process the Marine for separation due to deficiencies, include the following sentence: "I am advised that failure to take corrective action may result in administrative separation or limitation on further service.") I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of the service record. I choose (to) (not to) make such a statement. Signature of Marine."

t. Homebasing Assignment Program. Per MCO P1300.8, Marines who receive official notification of a home-basing assignment will sign the following sample entry:

"I understand the intent of the home-basing assignment program and acknowledge that I am expected not to use my dependent-travel entitlements, ship my household goods (except those shipped to my overseas duty station for my personal use) use nontemporary storage of household goods, and will not receive with-dependents dislocation allowance (DLA) ."

u. Sequential Assignment Program. Per MCO P1300.8, Marines who receive official notification of a sequential assignment following a dependents-restricted assignment will sign the following sample entry:

"I understand the intent of the sequential assignment program and acknowledge that I am expected not to use my dependent-travel entitlements except to the locale of the sequential assignment, ship my household goods (except to the locale of the sequential assignment and those shipped to my overseas duty station for my personal use), use nontemporary storage of household goods, and will not receive dependent dislocation allowance except to the locale of the sequential assignment."

v. Administrative Measures. Sections 0102-0105 of the JAGMAN discuss administrative or nonpunitive measures; e.g., administrative withholding of privileges, and nonpunitive censure. Such measures, except for a nonpunitive letter of censure, may be recorded on the page 11. This entry must include the language in paragraph 3008.2d concerning the officer's right to submit a rebuttal. The Marine will acknowledge (sign) the entry. The commanding officer may record the imposition of any nonpunitive measures other than a nonpunitive letter of censure.

w. Voluntary Separation Incentive (VSI)/Special Separation Benefit (558) Programs. When an officer is separated under the VSI/SSB, an entry is required to document the Marine's understanding of required service obligations set forth in the VSI/SSB program disclosure sheet. Marines approved for separation under VSI/SSB will sign the following entry:

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"(Date). Having been approved for separation under the (VSI) (SSB) program, I hereby acknowledge my required service obligations under PL 102-190, as outlined in the (VSI) (533) program disclosure. I further understand that my Reserve commission will remain in effect until I request resignation upon completion of my required service obligation, or I am transferred to the Retired Reserve."

x. Classified Information Nondisclosure Agreement (SF 312). OPNAVINST 5510.1H, par. 24-2.6, requires an entry upon execution and submission of the SF 312. Sample entry:

"(Date). SF 312 executed and forwarded to the CMC (MMSB-20) this date."

y. Explosive Ordnance Disposal (EOD) Insignia. Make an entry when a Marine becomes eligible to wear the EOD insignia and a counter-entry when a Marine's authorization to wear such insignia is revoked, as outlined in MCO 3571.2. Sample entry:

"(Effective date) - The authority to wear (basic, senior, master) EOD insignia is granted."

"(Effective date) - The authority to wear (basic, senior, master) EOD insignia is revoked (cite reason and authority)."

z. Antiterrorism (AT) and Force Protection (FP) Training

(1) Upon completion of annual antiterrorism (AT) and force protection training make the following entry:

"(Date). Completed AT/FP training this date. By direction."

(2) Upon completion of pre-deployment antiterrorism (AT) and force protection (FP) training within 6 months of unit deployment make the following entry:

"(Date). Completed AT/FP training prior to unit deployment this date. By direction."

aa. Additional Guidance Concerning Page 11 Entries:

(1) Commanders are authorized to make other entries on this page that are essential to document an event in a Marine's

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career for which no other means or method of recording exists for the issuance of "one time" supply items. Authorized entries under this rule must meet two tests: (1) the information contained in the entry is of permanent value to the Marine's career; and, (2) the information is not, or cannot be, documented anywhere else in the OQR, medical records, or the Marine's MCTFS record. Participation in certain operations (excluding routine training exercises/operations) not specifically identified as combat operations or as having a potential for escalating into combat operations and humanitarian relief efforts (i.e., California Loma Prieta Earthquake Relief, etc.) are considered to be significant events in a participant's military career.

(2) Restrictions

(a) Do not make entries on page 11 which concern administrative discharge proceedings or proceedings for retiring an officer at the next lower pay grade if the proceedings, upon final review, do not result in an administrative discharge or retirement at the next lowest grade.

(b) Commanders will not use page 11 as a local training record. Do not make entries to document local indoctrination lectures or acknowledgment of certain local regulations pertaining to drug/alcohol, uniform, and fraternization policies. As an exception, the Commanding Officer, MSG Battalion may make necessary counseling entries regarding fraternization with civilian personnel upon assignment of Marines to certain posts.

(c) Do not make separate entries for assignment to or removal from the weight control/military appearance program. The administrative separation counseling entry required by MCO 6100.10 upon assignment to weight control, the completion of enclosure (4) to MCO 6100.10, the assignment and removal entries reported in MCTFS, and entries made in the individual's health record are considered sufficient to satisfy all recording and

documentation requirements. There is no requirement, other than the MCTFS entry, to record a Marine's removal from the weight control/military appearance program.

3008. RECORD OF EMERGENCY DATA (RED). See paragraph 4013 for preparation and maintenance instructions.

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3009. SERVICEMEN'S GROUP LIFE INSURANCE ELECTION (SGLI) (SGLV-8286, APR 1996). See paragraph 4014 for preparation information and disposition instructions.

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CHAPTER 4

SERVICE RECORD BOOK (SRB)

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CHAPTER 4

SERVICE RECORD BOOK (SRB)

4000. INTRODUCTION. The SRB is designed for recording specified information about a Marine at the time of enlistment, changes in status, and pertinent events which affect the Marine's military service. The SRB is used in determining duty assignments, promotion data, eligibility for overseas service, etc., and serves as the basis for reporting information into the MCTFS. The SRB is considered confidential in nature; therefore, divulge no

information from it, except to persons properly and directly concerned in the performance of their assigned duties. Chapter 12 of MCO P5211.2 provides guidelines for release of personal information. Refer questionable requests to the commander for decision. The SRB must be returned to the personnel office or sufficiently safeguarded at the end of each workday to ensure accountability.

4001. GENERAL INFORMATION ON THE CARE AND MAINTENANCE OF THE SRB

1. Responsibility. Responsibility for care and maintenance, including opening and assembly, custody, timely forwarding, making entries, etc., rests with the commander of the organization to which the Marine has been joined and is a member. Although a custodian may be appointed to perform these functions, the commander's responsibility cannot be delegated. Responsibility for making entries includes entries concerning desertion and unauthorized absence, even though such entries reflect events which may have occurred before the Marine was joined by the current organization. (See paragraph 4013 regarding unauthorized absence and desertion entries.) As provided in the Uniform Code of Military Justice, Article 43, and Manual for Courts-Martial, United States 1995, paragraph 403 (a) the responsibility for receipt of sworn charges and specifications sufficient to terminate the running of the statute of limitations rests with an officer exercising summary court-martial jurisdiction over the command. The latter is significant in connection with dropping a Marine from the rolls. Once that action is taken, an officer exercising summary court-martial jurisdiction over the Marine's command is no longer empowered to terminate the running of the statute of limitations by the receipt of sworn charges and specifications preferred

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against the Marine.

2. Assembly. A SRB is opened and assembled for each applicant who is enlisted or inducted into the Marine Corps or Marine Corps Reserve. For applicants who are enlisted and subsequently sent to recruit depots, the recruiting organization will prepare the prescribed documents; recruit depots will prepare the remainder of the record. A SRB consists of a cover, standard pages, and documents. Assemble the SRB as indicated in the following subparagraphs.

a. Cover. The cover is a manila folder-type book designed to hold documents on the left side and standard pages on the right side. Prepare the cover per paragraph 4004.

b. Standard Pages. Prepare and insert the following standard pages on the right side of the record: DD Form 4, Enlistment/Reenlistment Document and signed statements of understanding which are stapled to the service record copy of the form, followed by pages 3, ROS, 8a, 9, 11, 12, OPNAV Form 1326/2, Permanent Record of Enlisted Flight time (if applicable) and the RED followed by the SGLI election form. Page 13 and 13A are prepared and inserted when required. File any NAVMC 321a, Agreement to Extend Enlistment, when executed, on top of the enlistment/reenlistment document which it

extends. Maintain documents prescribed for retention in the SRB on the document side. Refer to MCO P1080.40, MCTFSPRIM, for printing, auditing and filing requirements for the BIR/BTR. Upon immediate reenlistment, transfer the expired DD Form 4, plus any extensions thereto, to the document side of the record. Remove documents supporting payments of SRB and the ATOP agreement statement of understanding from the old reenlistment contract prior to transfer to the document side. Give these documents to the Marine, if requested. (See table 4-2, column B for instructions on forwarding reproduced copies of pages 3, 8a, 9, 11, and 12 to the CMC (MMSB-20) with the original of the DD Form 4 upon immediate reenlistment.) Recruit depots will ensure that before transfer of recruits, standard pages 3, 8a, 9, 11, and 12, plus other required pages are part of the SRB. Enter last name, first name, and middle initial at the bottom of each page. Enter the name using one of the following options: 1) natural capitalization; 2) last name only all upper case; or, 3) entire name in upper case. Enter the SSN in the space provided for service number. The SSN format prescribed for official correspondence is appropriate; however, recruit

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computer-generated SRB pages are produced in a different format, 123 45 67 89 vice 123 45 6789. Either format is acceptable for use in the field service record. Computer-generated SRB pages contain the full name in capital letters and the SSN in the space provided. (See paragraphs 4006 through 4015 regarding entries to be made on individual pages.) When any page is filled or there is not enough room for recording further entries in one or more sections, note at the bottom of the page "continued on supplemental page". This annotation may be abbreviated; i.e., "contd on Supp Pg". Insert an additional page and label it at the bottom center; e.g., "(3)a," "(8a)a," "(11)a," etc., as appropriate. Use either upper or lower case letters when making the alphabetical notation on supplemental pages. Line out the unused portions of the page to preclude further entries after the supplemental page has been added. Place the supplemental page behind the closed-out pages in the appropriately labeled sequence.

c. Documents. The document side of the SRB is provided for inserting superseded standard pages from the service record, official letters, certificates, and various other documents regarding the Marine that should be made a permanent part of the official record. Only file information that is relevant and necessary to accomplish a purpose required by statute, Executive Order, Marine Corps Order, or other directive from higher headquarters. Do not use the SRB as a catchall. Documents of temporary value, which are not specifically required to be filed in the SRB, are filed in the unit's correspondence files; do not file them in the SRB. Extra copies of transfer orders, local command memoranda, endorsement correspondence, or other extraneous papers are not authorized for retention. Insert the following documents, if applicable. The following listing is provided in a suggested filing sequence for filing documents in the SRB.

(1) NAVPERS 5510/1, Record of Personnel Reliability Program. When a Marine is involved in the PRP, file the NAVPERS 5510/1 as the too document.

(2) Leave and Earnings Statement (LES) DFAS-KS 7220/93 (Rev. 1/93). Except as noted in subparagraph 4001.2c(1), file the commanding officer's

copy of the LES in chronological sequence (most recent on top) as the top document(s) on the document side of the Marine's SRB until the annual LES audit. Instructions for preparation, maintenance, and disposition of the

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LES are contained in DFAS-KC 7220.31, APSM.

(3) File copies of documents authorizing leave/delay (including PCS/TAD orders to include all endorsements and travel vouchers, NAVMC 3, and foreign leave authorizations) on the document side of the service record until the appropriate leave period appears on the monthly LES. Upon verification of leave period remove the documents. (Do not place original orders and/or original leave authorizations in the service record. File original leave authorization in the command's correspondence files per MCO P1050.3.)

(4) A written explanation of the eligibility requirements for VA dental treatment, signed by the Marine, or by the commanding officer if the Marine refuses to sign. (Applies to Marines who served on active duty not less than 180 days.)

(5) IRS Form W-4, Employee's withholding Allowance Certificate.

(6) DD Form 2058 and 2058-1, if required, State of Legal Residence Certificate. Upon execution of the DD Form 2058-1, ensure that a separate IRS Form W-4 is completed for state withholding (see MCTFSPRIM, par. 5059).

(7) DD Form 2057, Contributory Education Assistance Program-statement of Understanding.

(8) IRS Form W-5, Earned Income Credit Advance Payment Certificate, for eligible Marines who have filed for and are receiving earned income credit.

(9) DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB) - Statement of Understanding. Retain on all personnel whether enrolled in or disenrolled from the program.

(10) DD Form 2494, Uniformed Services Active Duty Dependents Dental Insurance Plan Enrollment Election.

(11) NAVMC 10522, Commuted Rations Action. File the duplicate signed NAVMC 10522 which authorizes commuted rations (COMRATS) after unit diary action is complete. Ensure unit diary number and date of the unit diary which reported the COMRATS statement are annotated on the form. When a commander terminates COMRATS, retain the NAVMC 10522 which effects the termination

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until the termination entry posts to the MCTFS and appears on the monthly LES. After the termination appears on the monthly LES, remove the NAVMC 10522 from the SRB and file in the unit's correspondence files.

(12) NAVMC 10922, Dependency Application. File the latest application(s) approved by the commander or approved/disapproved by the CMC (MR). (Refer to MCO P1751.3.)

(13) NAVMC 11051, Assignment to Government Quarters (see MCO P1000.22) or the appropriate form used by the Army, Navy, or Air Force. Removed upon completion of the annual LES audit following termination of assignment to government quarters.

(14) Special Power of Attorney concerning child care plans for dual-service parents and single parents having custody of their children.

(15) DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance. Retain until termination of the FSA is posted on the LES.

(16) Documents considered by the commander to be a necessary part of the SRB to support payment of allowances.

(17) DD Form 4, Enlistment/Reenlistment Document - Armed Forces of the United States (the "old contract" and any extension agreements (NAVMC 321a) thereto, upon immediate reenlistment)

(18) NAVMC 763, Appointment Acceptance and Record (OQR copy) from previous officer appointments.

(19) NAVMC 11000, Privacy Act Statement for Marine Corps Personnel and Pay Records.

(20) Individual Clothing Record (NAVMC 631 for males; NAVMC 631a for females). Instructions for preparation, maintenance, and disposition of these forms are contained in MCO P10120.28, ICR.

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(21) DD Form 214, Certificate of Release or Discharge From Active Duty.

(22) Marine's written rebuttal statement concerning a derogatory administrative remarks page entry.

(23) Standard pages of the SRB which have been superseded/canceled and placed on the document side of the SRB by previous editions of this Manual. Example:

(a) NAVMC 118(5) (Rev. 6-85 or earlier revisions), Record of Time Lost, promotion, Reduction, Promotion status on Transfer.

(b) NAVMC 118(6), Weapons Firing Record; Competitive Marksmanship.

(c) NAVMC 118(8), Classification and Assignment Test Results
(Ready Reserves only)

(24) NAVMC 538, Certificate of Proof of Citizenship of a Foreign
Born Applicant for Enlistment.

(25) DD Form 1966, Application for Enlistment - Armed Forces of the
United States.

(26) OPNAV 5211/9, Record of Disclosure - Privacy Act 1974.

(27) Individual Deployment Record (IDR). Accumulated deployed and
career sea duty time are reportable items in the MCTFS. Manual update of the
IDR currently in the service record is no longer required. The manually
prepared IDR's on file in the service record are permanent records and will
remain in the service record until discharge, transfer to the FMCR, or
retirement. There is no requirement to maintain a printed copy of the MCTFS
information in the service record (see note 7, table 4-1). Refer to MCO
P1080.40 for IDR/career sea duty time auditing requirements. (Not applicable
to the Ready Reserve except for SMCR/IRR Marines with prior USMC active
service where accumulated deployed time/career sea pay time accrued.)

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(28) BIR/BTR. The join or periodic audit copy with signature will
be filed in the service record. Printing and filing a corrected copy are
only required upon deployment.

(29) Veterans' Administration Insurance Forms.

(30) DD Form 2257. Designation/Termination MPC-FPC-COPE-PFO.
Retained on all MOS 0161 postal clerks.

(31) Duplicate originals or certified copies of general or special
courts-martial promulgating orders per JAGINST 5800.7.

(32) Decision/Authorization letter from physician in the case of
incapacitated children (active duty records only).

(33) NAVMED 6100/5, Abbreviated Limited Duty Medical Board Report.

(34) CMC letters which authorize remedial promotion.

(35) DD Form 1435, Cryptographic Maintenance Training and Experience.

(36) Current completion certificate/designation form for support
equipment/plane captain which is certified by the quality assurance office.
Remove from service record upon transfer from designating unit or when no
longer applicable (promotion, decertification, etc.).

(37) DD Form 1879, Request for Personnel Security Investigation.
(Duplicate copy, plus any supporting documents. Retain until security
clearance is granted or denied.)

(38) OPNAV 5511/14, Security Termination Statement.

(39) DD Form 2648, Preseparation Counseling Checklist completed at least 90 days prior to separation and filed in the SRB by previous editions of this Manual.

(40) DD Form 802, Request for and Certification of Eligibility (FHA) Loan.

(41) VA Form 21-8951, Benefits/Waiver Certification (Reserve Marines only). (See the MCTFSPRIM.)

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(42) OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access (Reserve Marines Only).

(43) Statement of Understanding for Selected Reserve GI Bill Benefits (Reserve Marines only).

(44) Standard Written Agreement to Train (SWAT) (Reserve Marines only.) (See MCC P1001R.1, MCRAMM.)

(45) Written Agreement for Reserve/Extension Bonus and Affiliation Bonus for the Selected Reserve Incentive Program. (Reserve Marines only).

(46) Orders to IADT, EAD, and AR, including all endorsements (excluding orders and endorsements relating to annual training (AT)). Remove IADT orders from the record after the Reserve Marine's appropriate anniversary audit and subsequent completion of the Reserve Retirement Credit Report (RRCR) Retain AR and EAD orders until the first anniversary audit following the Marine's release from active duty.

(47) Individual Drill Attendance and Retirement Transaction Card (IDART-NAVMC 907A) (Reserve personnel only). There is no requirement to maintain entries on the card. IDART cards on file in the SRB are permanent records.

(48) Any special authority for enlistment/reenlistment or extension.

(49) NAVMC 798, Reserve Retirement Credit Report (RRCR) (Reserve Marines only). Completion and submission of the NAVMC 798 is no longer required as the primary means of reporting Reserve retirement points. All NAVMC 799's on file in the SRB are permanent records. See paragraph 4001.3c (39) concerning requirements to file the ARCR and CRCR.

(50) ARCR and CRCR. File the original signed copies of the ARCR and CRCR. Upon completion of the next anniversary audit, remove the previous year's ARCR and CRCR and replace with the ARCR and CRCR containing the most current information. The CRCR prepared and filed between June 1992 and October 1992, as directed by HQMC, upon which the Marine certifies the accuracy of previously reported Reserve retirement credit points, will not be removed from the record. This certified CRCR is a permanent historical

document. These procedures will be incorporated into

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a future change to MCO P1900.16. Refer to MCO P1080.40, MCTFSPRIM, for unit diary reporting requirements.

(51) CMC letters directing transfer to the Inactive Status List, Standby Reserve.

(52) Release from active duty orders.

(53) NAVMC 10213, Career Planning Contact Record.

(54) SF Form 86, Questionnaire for National Security Positions (most recent copy retained as long as military status is maintained to expedite future update).

(55) NAVPERS 5510/3, PRP Screening and Evaluation Record.

(56) Any other document(s) required by current regulations or considered by the commanding officer to be a necessary part of the Marine's record.

NOTE: The following documents will be placed on the top of the standard page side (right) upon release from active duty:

(57) DD Form 1407, Dependent Medical Care (on separation or retirement).

(58) Certified copy of separation physical (Med/Dental)

d. Reassembly of Records - Special Occasions

(1) Upon reversion from officer to enlisted status, file all documents pertinent to the enlisted record on the left side of the SRB per paragraph 4001.2c.

(2) Upon change from enlisted to officer status, dismantle the SRB. Extract all documents pertinent to the OQR (see paragraph 3001.3) and file them on the left side of the newly created OQR. Deliver those documents, including the ROS, which need not be transferred to the new OQR to the Marine. Dispose of standard pages as follows: Insert the Enlistment/Reenlistment Document and any extensions thereto, pages 12, 13, 13A, and OPNAV Form 1326/2 on the document side of the OQR; transfer pages 3, 8a, 9, 11, the computer-generated RED, and SGLI Election Form to the standard side of the OQR. Destroy the SRB cover.

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3. Custody. Grant access only to the individual Marine or those persons

officially working with the SRB. When Marines desire to examine their SRB, they may do so, but only in the presence of the custodian.

4. Making Entries (General). Make all entries with a typewriter or word processor, if possible. Use of the typewriter self-correcting typewriter in making service record entries is permitted, providing the finishing entry is clear, neat, and does not appear as an authorized/indistinct entry alteration. If it is not possible to use a typewriter, neatly print entries in black ink.

a. Use black ribbon for all typewritten entries and black ink for all rubber stamp and handwritten entries. Signatures must be made in the Marine's handwriting and not printed.

b. Rubber stamps may be used.

c. Erasures, strikeovers, and/or any type of correction fluids or ink eradicators are prohibited.

d. Methods of Correction. Unless specific instructions state otherwise, make authorized changes or corrections per the appropriate method shown below. See paragraph 5000.7 for other administrative action required whenever errors are discovered during periodic audits. Initial or sign changes or corrections as provided in paragraph 4001.4h.

(1) By Pen Change. Draw a thin-inked line (using black ink) through the character(s)/numeral(s)/word(s) to be changed or corrected and enter the change or correction directly above or below the original information.

(2) By Counterentry. Use this type of correction to delete an entire entry as erroneous. (Example: "951201: Entry dated 950704 deleted as erroneous.") Draw a thin-inked line through the entry to be deleted.

(3) By Modifying Entry. In this case, reference the previous entry(ies) being modified. (Example: "Refer 3d entry this page.") Make this entry in the same general form as the original but include the corrections, additions, or modification necessary to record the true facts. Draw a thin-inked line through the original entry before the modification is made.

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e. Use authorized abbreviations or acronyms whenever practicable.

f. Unless specific instructions state otherwise, enter dates in numerical form by year, month, and day. Each component of the date will consist of two digits. Prefix single digits with a zero; for example, enter 6 June 1996 as 960606. If only year and month were known, record 960600. If only the year is known, record 960000.

g. Late Entries. See paragraph 5000.8.

h. Signatures. Unless instructions for individual entries state otherwise, authenticate entries per the following:

(1) A facsimile signature of the CG, MCRSC or an officer duly designated may be used to authenticate entries made for the IRa, provided the entries are of the recordkeeping nature and do not require an opinion or decision by the commander regarding the content of the entries.

(2) Regular and SMCR units are authorized to use a facsimile signature to authenticate entries of a recordkeeping nature. For purposes of clarity, recordkeeping entries do not include entries that require an opinion or judgment of the commander, or any other entries, documents, forms, or sample entries specifically requiring the signature of the commander. Facsimile authorizations for commissioned and warrant officers must be designated in writing by the commanding officer and must include any limits imposed.

(3) Facsimile signatures shall be validated by the handwritten initials of the designated officer. Facsimile stamps must be properly safeguarded and used only for the purpose for which authorized. (See MCO P5000.14.)

(4) A civil service employee whose position description states recordkeeping/maintenance responsibilities may authenticate service record entries if designated in writing.

(5) Except as authorized above, the commander, the acting commander in the commander's absence, or a commissioned officer, warrant officer, or SNCO designated in writing will authenticate entries.

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(Names in examples are typed for clarity only. Typing the name of the signer is not required.)

A. B. SEE, CO D.E. FOX, OIC (for separate detachments)
C. H. INDIA, Acting K.L. MIKE, Bydir
H. R. MARK, I-I (For I-I Staff and administratively attached personnel
only. See paragraph 4001.4(h) (6).)

(6) At their discretion, SMCR commanders may grant the inspector-instructor of an SMCR unit or active duty commanding officer, in the case of 4th MAW SMCR units, by direction authority to sign SRB entries of recordkeeping nature on members of the SMCR unit. By direction authority should not include entries which require the opinion or decision of the SMCR commander or entries specifically requiring the SMCR commander's signature. Indicate signature entries by the inspector-instructor or active duty commander as "Bydir" rather than "I-I" or "CO".

i. When two or more successive entries are made at one time requiring a signature, the signature may be placed opposite the last entry and the remaining signature space crossed out by a diagonal line.

5. In closing the SRB the following information is furnished:

a. Every individual joining the Marine Corps Reserve incurs a minimum

service obligation for 8 years under the terms of the Military Selective Service Act. This obligation may be fulfilled by serving on active duty only, or a combination of active and inactive duty with the Marine Corps Reserve.

b. Marines completing a period of active service of less than 8 years or Marines being transferred to the FMCR are transferred from an active duty status to a Marine Corps Reserve Status and are not discharged. Discharge occurs when the Marine completes the required 8-year obligation or when the FMCR member completes the required 30 years of service for retirement (20 or more years of active service and the remainder in the FMCR). Field commands will close out the service record and mail to CMC, (MMSB) per Table 4-1. CMC (MMSR), will effect discharge or retirement of FMCR Marines at 30 years.

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c. Marines assigned to the TDRL can remain in that status for a maximum of 5 years. Before the end of the 5-year period, a determination is made by the SecNav either to place the Marine on the Permanent Disability Retired List, discharge the Marine with severance pay, or to restore the Marine to a duty status. Forward the SRB and medical records of Marines assigned to the TDRL to the CMC (MMSB-16) pending final determination of status and disposition of Records (see table 4-1, part I, rule 19). Commands to which personnel are assigned after being restored to active duty status should request the SRB and medical record from the CMC (MMSB-16), HQMC, 2008 Elliot Rd, Suite 215, Quantico, VA 22134-5030.

d. Instructions for the transfer of records in specific cases is provided in table 4-1. Ensure records are transmitted in a timely fashion, and are properly packaged and addressed per the applicable notes for table 4-1.

6. Use the SRB initially established for the Marine until the individual's service is terminated by discharge, retirement, resignation, or death, and closing of the Marine's service record is accomplished. Whenever a Marine Corps reservist or a former Marine is reappointed or enlisted for active duty in the Marine Corps, retrieve and forward the SRB initially established to the Marine's joining command as follows:

a. For Marine Corps reservists reenlisted while still under the initial 8-year obligation, the CG, MCRSC will transmit the SRB.

b. Upon reenlistment of a former Marine, the joining command should request the OQR/SRB from the CMC (MMSB-10). In the request, provide name, grade, and SSN of the Marine, dates of previous service, date released from active service/discharge, and last command and new command address to which the Marine is joined. The CMC (MMSB-10) will notify the new command in cases where delay in excess of 60 days is anticipated.

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TABLE 4-1

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TABLE 4-1

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TABLE 4-1

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TABLE 4-1

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TABLE 4-1--INSTRUCTIONS FOR TRANSFER OF RECORDS

NOTES:

1. Before a transfer of records occurs, the closing command must accomplish all those administrative actions associated with recordkeeping; e.g., recording routine entries, making any required closing entries in the service records. For purposes of this instruction, service records include the combined OQR or SRB, health and dental records, out-patient records, to include all SF 600, sick call treatment forms.

2. The detaching commander will determine if a Marine should not hand-carry the records and may, at the commander's discretion, forward such records by mail. When service records are hand-carried by a Marine, place the records in a sealed envelope. The losing command will endorse the travel orders to show that the service records are being hand-carried. If orders indicate that a Marine is hand-carrying service records and they are not in the Marine's possession when reporting, proceed per the special instructions contained in paragraph 4002.1.

3. When service records are mailed, the following applies:

a. Forward the service records by mail on the day the Marine concerned is detached. Additionally, forward a separate copy of the transfer orders

with the service records to the gaining command no later than the date of detachment. On the date of detachment, forward a copy of the transfer orders with the service records to the gaining command. If the service records have not been received by the new command 7 days after the date of transfer, the joining command will query the losing command to verify that the service records were forwarded. If service records are not located within 30 days, refer to paragraph 4002.

b. Prepare a combined invoice and receipt (NAVMC 941, Transmittal of Service Records/Pay Documents), place the original in the package or envelope, and attach a copy of the Marine's travel orders. If the receipt is not signed and returned within 2 weeks from the date of mailing, initiate tracer orders.

c. As an exception, if a Marine's records are to be administered by the Marine Security Guard Battalion, Quantico, Virginia, mail the records to the following address though the Marine is stationed elsewhere:

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Commanding Officer
Marine Security Guard Battalion
2007 Elliot Road
MCCDC, Quantico, VA 22134-5000

d. For Marines who receive a hardship discharge, ensure a complete copy of the hardship discharge package (to include approval) is filed on the document side of the service record prior to mailing.

4. In the event the organization is being disbanded or an FMF unit is deploying prior to the 91st day of absence, forward the deserter's service, health, and dental records to the CMC (POS-40) with an explanation why they are being forwarded prior to the 91st day of absence. Marine Air Training Support Group-90, Marine barracks, Marine Corps security forces companies, Marine detachments, formal interservice schools, and separate Marine commands which do not have general court-martial authority will forward service record, health, and dental records on the day a Marine is declared a deserter, provided all administrative action is completed. WESTPAC commands will comply with the instructions contained in MCO P5800.8, LEGADMINMAN.

5. The Commanding Officer, Officer Candidate School will forward the service record, to include health record and all SF 600 sick call treatment forms (dental records are not prepared for officer candidates), to the CG, MCRSC for processing and determination of any unfilled service obligation. The service record becomes the candidate's OMPF. It will, at a minimum, consist of the original DD Form 4 (if not previously forwarded to the CMC (MMSB-20)), pages 3, 11, (12, 13 and 13A, if applicable), the RED, SGLI Election Form, and any documents pertinent to the candidates period of service. MECEP, ECP and SMCR PLC drops will hand-carry their service records upon return to the SMCR unit or upon transfer/return to a designated duty station. Forward service records for MECEP, ECP and SMCR PLC who are discharged to the CG, MCRSC.

6. Upon discharge or retirement from the Regular Establishment, release from active duty, and transfer to the SMCR/IRR (excluding release from a period of IADT, EAD, or AR - this exclusion does not apply to Reserve personnel on EAD due to presidential call up/mobilization), and transfer to the FMCR, TDRL, or PDRL, print a copy of the most current BIR/BTR, IDR, and EDU from the MCTFS

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Individual Records Menu, and MCTFS remarks screens 702-Pay Grade (enlisted only), 905-Time Lost (if applicable), and 963-Career Sea Duty History, and place them on the document side of the service record prior to forwarding the record. For Marines in the grade of sergeant and below, in addition to the aforementioned documents, print and include the ROS 123-Composite Score remark screen.

7. When a Marine dies, immediately FAX a copy of the most recent SGLI election form to the CMC (MR). Within 48 hours, close out the service record and mail to the CMC (MR). Clearly mark "DECEDENT RECORDS FOR CMC (MR)." (When the death occurs outside CONUS or onboard ship, the service records will be placed in the transfer case with the remains to ensure timely arrival in CONUS.) Service record close-out procedures include:

a. Reproducing a copy of the service record to facilitate casualty processing at the Marine's unit.

b. Making page 3 entries per paragraph 4006.

c. Printing a copy of the most current BIR/BTR, IDR, and EDU from the Individual Records Menu and placing them on the document side of the service record prior to forwarding:

d. Printing a copy of the most current MCTFS remarks screens listed below and placing them on the document side of the service record prior to forwarding:

(1) 702-Pay Grade (enlisted only);

(2) 905-Time Lost (if applicable);

(3) 963-Career Sea Duty History; and,

(4) 123-Composite Score remark screen (sergeant and below).

8. Upon death, discharge, or retirement from the Marine Corps Reserve or when a reservist enlists/reenlists in the Regular Marine Corps, print a copy of the BIR/BTR, ARCR, CRCR, and REDU from the individual Records Menu and MCTFS remarks screen 702 - Pay Grade (enlisted only), and 905-Time Lost (if applicable),

NOTES--CONTINUED:

and place them on the document side of the service record prior to forwarding the record.

9. Reproduce a copy of the #2 copy (Service-2) of the DD-214 and securely place in the health record. When preparation of the DD-214 is not required per instructions contained in MARCORSEPMAN and the Marine will continue to maintain a Reserve status, a simple memo should be placed in the health record that identifies the length of Reserve obligation and a statement that the health record should be returned to MCRSC by the DVA, SMRC. An example of a memo follows:

From: (Field Command holding Health Record)
To: DVA, SMRC, PO Box 150950, St Louis, MO 63115-8950.

Subj: HEALTH RECORD OF (RANK/NAME/SSN/RELAD DATE)

1. Forwarding of Health Record to CG, MCRSC, 15303 Andrew Road, Kansas City, MO 64147-1207. Individual's expiration of Reserve obligation is (for enlisted personnel insert expiration of current contract (ECC), Date for Reserve officers insert indefinite).

All health records will include a transmittal form (NAVMC 941) that includes name, SSN, and release date.

10. MC (MR) or CO, NAMALA, will close out SRB/O;RS and health records per applicable rules in table 4-1 upon conclusion of necessary actions by the respective offices.

4002. SPECIAL INSTRUCTIONS

1. Lost or Missing SRB's

a. When SRB's are lost or missing, accomplish the following:

(1) Prepare a temporary SRB as soon as needed but no later than 30 days after the loss is discovered. Include a cover and the pages necessary to record the joining and subsequent events. Place the word "Temporary" on the cover and at the bottom of each page used in addition to name and SSN.

(2) If a BIR/BTR is not available, print one through MCTFS to assist in establishing the temporary record.

(3) Make every effort to find the original book. If the Marine was joined without an SRB, check with the command from which transferred and any commands to which the Marine reported en route. For Marines evacuated from a combat zone, comply with paragraph 4002.2.

(4) When an SRB has been missing for 90 days, or the steps taken per paragraph 4002.2 have not been successful, request a skeleton SRB from the CMC (MMSB-10). In the request, state where and when the original SRB was last seen, specific steps taken to find it, and the results. The CMC (MMSB-10) will provide a positive polarity microfiche. Conversion of the microfiche to paper is the responsibility of the requesting command. After reconstructing the SRB, file the microfiche on the document side of the record.

(5) If the missing SRB is found, transfer any current additional pages or information from the temporary record to the original SRB and destroy the remainder of the temporary record. When pages are transferred, line out the word "Temporary."

(6) If the original SRB is found after the skeleton is received, destroy the skeleton cover and enter the pages from the skeleton in the original as set forth above.

(7) If the original SRB is found after a skeleton SRB is requested but before it is received, inform the CMC (MMSB-10) immediately that the missing SRB has been found. Then, if the skeleton SRB is received, follow procedures set forth in paragraph 4002.1a(5).

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b. When a Marine is to be separated in the immediate future and the SRB is missing or incomplete, contact the CMC (MMSB-10) for separation information. Give the Marine's name, grade, and SSN.

(1) The CMC (MMSB-10) will provide the following information:

(a) Date and place of birth.

(b) Date reported for active duty and active duty tour length.
(Reserve personnel only.)

(c) Date of enlistment.

(d) Term of enlistment.

(e) Total active and inactive service for pay purposes.

(f) Character of discharge or separation to be issued.

(g) U.S. citizenship (yes or no)

(2) when the reply is received, enter the information in the SRB, or if the SRB is lost, open a temporary SRB. After obtaining other necessary information from the MCTFS or the Marine, discharge or release the Marine to inactive duty.

c. When a Reserve activity joins a Marine who was released to inactive duty without a permanent SRB per paragraph 4002.1b, it will search for the

original book as required in paragraph 4002. 1a.

d. When a Marine dies and the original SRB is missing, open a temporary SRB and use it in closing out the record.

e. When a Marine violates parole and is returned to military control for confinement, prepare a temporary SRB as soon as needed. Prepare only a cover and the pages necessary to record the joining and subsequent events until the SRB is received. Place the word "Temporary" on the cover and at the bottom of each page prepared. Request the original SRB from the CMC (POS-40).

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2. Service Records of Marines Evacuated from Combat Areas

a. When Marines are engaged in combat, the CMC may designate one or more activities to act as clearing agencies for service records of Marines who cannot be located after evacuation from the combat area. When an activity is designated, use existing procedures to get the service record to the organization to which the Marine is joined.

b. Overseas activities will transfer evacuees by service record to the appropriate casualty administrator as set forth in the current directive that designates clearing agencies and casualty administrators. Cite authority for transfer in each case.

c. The casualty organization which first receives the service record of an unlocated evacuee will try to locate the Marine and forward the service record to the parent organization. If the Marine has not been located after 30 days following transfer from the combat unit, transfer the Marine by service record to the designated clearing agency. In those instances where the casualty administrator and the clearing agency are the same activity, the joining and transferring of Marines at the end of the 30 day period will not apply.

d. When the clearing agency receives the service record, it will start action to locate the Marine. If the Marine is not found within 30 days, the clearing agency will hold the service record and ask for locator service from the CMC (MMSB-10). When the Marine is located, forward the service record to that organization.

e. Commanders in CONUS will use the designated clearing agency to locate service records of evacuees with the casualty administrator listed as an information addressee. Include in the request, the itinerary given by the Marine or taken from any service records which are available. Place a copy of the request in the Marine's temporary service record. If the clearing agency does not locate the service record within 30 days, it will endorse and return the request with any information that may assist the commander concerned.

f. If a request for service records has been sent to a clearing agency and the service record is received from some other organization, notify the clearing agency and cancel the

request. The clearing agency will in turn notify, by message, any other organization to which the request may have been forwarded.

g. When a request is returned indicating that the clearing agency cannot locate the original service record, the commander of the organization to which the Marine is joined will request a skeleton service record from the CMC (MMSB-10), per paragraph 4002.1a. Do not request a skeleton service record before the tracer action is completed. When an emergency exists, such as discharge or release from active duty in the immediate future, comply with paragraph 4002.1b.

4003. DETAILED INSTRUCTIONS. See paragraphs 4006 through 4015 for detailed instructions on preparation, maintenance, and procedures for closing out individual SRB pages.

4004. COVER (NAVMC 118A)

1. The organization to which a Marine is transferred by a recruiting activity shall prepare the cover.
2. Enter the Marine's name (last name, first name, and middle initial followed by such titles as "Jr.," "Sr.," or Roman numerals ie "II," "III," etc.) and SSN on the cover. When the first and middle name consists of two initials, the first initial shall be placed in the "first name" portion of the cover. Both initials shall be followed by a period. Reporting units may affix a white gummed-label produced through the UD/MIPS or a word processing system with label producing capabilities. Gummed-labels will contain only the identifying information indicated above. Any additional information is prohibited. When the label is used, affix it in the space provided for the last name.
3. The cover prepared at recruit depots for individuals under-going recruit training contains information not authorized by the instructions in paragraph 4004.2 above. The cover is affixed with a gummed-label containing the individual's name, platoon number, PEBD, DaB, and SSN which is authorized as part of the information needed to facilitate expeditious handling/processing of a recruit's service record while undergoing training. Organizations to which a Marine is transferred from recruit

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training may continue to use the cover until it is rendered unserviceable.

4. Organizations effecting immediate reenlistment will continue to use the present record by inserting the new enlistment/reenlistment document as the first standard page, placing the old contract or enlistment/reenlistment document and any extension agreements thereto on the document side of the

SRB, and making the other required service record entries.

4005. ENLISTMENT/REENLISTMENT DOCUMENT -- ARMED FORCES OF THE UNITED STATES
(DD FORM 4) (MAY85)

1. Scope of Instructions

a. The DD Form 4 is the basic document establishing a legal relationship between the United States Government and the enlisted member of the Armed Forces. That document is used for all original enlistments and reenlistments (immediate, continuous, or broken) in the Marine Corps or Marine Corps Reserve. The instructions contained herein apply to the preparation and distribution of the DD Form 4 for immediate reenlistment in the Marine Corps and Marine Corps Reserve and certain reenlistment in the Marine Corps Reserve as a result of continuous or broken service as discussed in paragraph 4005.1c.

b. Each Marine Corps recruiting station and/or Military Entrance Processing Station is responsible for original enlistments and reenlistments as a result of continuous or broken service into the Regular establishment, and original enlistments into the Reserve establishment.

c. Reserve organizations are customarily responsible for prior service recruiting and reenlistments as a result of continuous or broken service in the Reserve establishment. Marine Corps Reserve organizations are guided by MCO P1100.72 (MPPM ENLPROC) and MCO P1040R.35 (Marine Corps Reserve Career Planning Guide) for these purposes. Marine Corps commands in receipt of those publications using the instructions contained herein, may effect reenlistments into the Marine Corps Reserve as a result of continuous or broken service.

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2. General Instructions

a. Use either a natural or all capitalization and spacing format in preparing the form. (The examples shown below are for a document typed in the natural capitalization format.) Do not mix methods of preparation. Type or word process the document using a ribbon which will produce black impressions capable of rendering each page of the document suitable for reproduction by photographic or other duplicating process. Ensure all copies are legible. All signatures and initials are required on the original only (removal of the carbons is required prior to signature and any required initials). Use black ink for signatures and initials. Take special care to ensure that required items are correctly completed without typewriter strikeovers. The Marine concerned and the reenlisting officer will initial any erasures or corrections on all copies of the document. Erasures or corrections to item 5-"Date of Enlistment/Reenlistment," item 8-(service period of enlistment, and pay grade), or any item(s) in Section D-"Certification and Acceptance" and Section E-"Confirmation of Enlistment or Reenlistment," are prohibited. Errors in these items will necessitate a complete retype of the document.

b. Correct errors discovered after the immediate reenlistment is effected per the instructions contained in chapter 5 of this Manual.

c. The service representative who accepts the Marine for immediate reenlistment will, prior to signing the completed form, verify typed entries on all copies and explain all applicable parts of the document to the Marine.

d. Enter all dates on the DD Form 4 in year, month, day format. Dates will show the last two digits of the year, the two digit month, and the day shown in two digits. For example: 960704.

3. Detailed Instructions. The following preparation instructions apply to immediate reenlistments in the Marine Corps and Marine Corps Reserve only. Contracts prepared on initial enlistees at the Military Entrance Processing Stations have separate completion instructions.

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a. SECTION A - ENLISTEE/REENLISTEE IDENTIFICATION DATA

(1) Item 1 -- Name. Enter full last name (including compound name, if applicable; i.e., mother's surname for those Marines who use it in combination with father's family name), first name, middle name(s), and any suffixes such as Jr., Sr., III, etc. If the Marine was given an initial or initials rather than first and/or middle name, enter such initial or initials. If there is no middle name or initial, make no entry for the middle name. Do not use punctuation of any sort including apostrophes, periods, or hyphens. Spaces will not be inserted between sections of compound names nor used as a substitute for apostrophes or hyphens. For example:

Freeland Jacqueline Doris	Smith T Richard
Davis J T	Brusek John Edward Jr
Loup Michael	GonzalesSegarra Humberto Jorge
OBrien Anthony Jerome	(father's family name) (mother's surname)

(2) Item 2 -- Social Security Number. Enter the nine-digit SSN of the Marine, separating divisions with a hyphen. For example: 126-22-2328.

(3) Item 3 -- Home of Record. Enter street, city, state, and zip code that the Marine claimed as legal residence/permanent home of record upon entering into a contract for service in the Marine Corps or Marine Corps Reserve. For example: 152 Water Ave, Lafayette, LA 70501. Per the provisions of the JFTR, effective on and after 1 January 1987, a Marine may not change the home of record upon appointment/reappointment to commissioned grade or reenlistment. Such changes are only authorized when there is a break in service of more than 1 full day. If the home of record on the enlistment/reenlistment document, record of induction or appointment acceptance and record, is determined to be erroneous, approval of the CMC (MMSB-10) is required before correcting the document. (See MCO F1080.40, MCTFSPRIM and JFTR, appendix A, part 1, H.)

(4) Item 4 -- Place of Enlistment/Reenlistment. "X" out the word

"ENLISTMENT." Enter the organization, city, and state where the reenlistment took place. Abbreviations may be used. For example: COA, HqBn, HQMC, ARLVA.

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(5) Item 5 -- Date of Enlistment/Reenlistment. "X" out the word "ENLISTMENT." Enter effective date (the effective date of reenlistment is the commencement date of the contract). Enter in year, month, and day sequence. For example: 961010.

(6) Item 6 -- Date of Birth. Enter in year, month, and day sequence. For example: 540614.

(7) Item 7 -- Prev Mil Svc Upon Enl/Reenl. No entries required. Leave this item blank.

b. SECTION B - AGREEMENTS

(1) Item 8. Immediately following the words "I am," "X" out the word "enlisting." In the space provided, enter Marine Corps or Marine Corps Reserve, followed by the Arabic numeral which represents the period of years for which enlisting. Example: "4". Enter in the space provided, the pay grade in which reenlisting. Example: E-7. In the next sentence, "X" out the word "enlistment" and in the space provided for annex(es), enter "None" in the case of all immediate reenlistments.

(2) Item 8a -- For Enlistment in a Delayed Entry/Enlistment Program (DEP). Draw a diagonal line across this item for other than DEP enlistments.

(3) Item 8b -- Remarks. Type "None" or one of the appropriate entry (ies) that apply. The entry(ies) should appear on all copies of the DD Form 4.

(a) For immediate reenlistments where the LSL is the only monetary entitlement involved, and provided the Marine does not elect payment of LSL, enter the following statement to substantiate the nonelection of the LSL payment: "I do not desire payment of my lump-sum leave."

(b) For immediate reenlistments where the Marine has an advance leave balance; the advance leave balance is 30 days or less; the Marine does not elect to convert the advance leave balance to excess leave; and the Marine elects to carry forward the advance leave balance to the new period of service; enter the following statement to substantiate the carry-forward election: "I elect to carry my entire advance leave balance forward to my new period of service."

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(c) For immediate reenlistments where lateral movement is involved, type the following statement: "I understand that this reenlistment

contract is contingent upon successful completion of the training requirement for MOS _____. Should I fail to complete the training requirement for MOS _____, I may be separated from the Marine Corps."

(4) Item 8c. All Marines reenlisting will initial in the space provided. Initials will appear on the original document only. Immediately following the words "Initial of," "X" out the word "Enlistee."

c. SECTION C - PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

(1) Item 9 -- For all Enlistees or Reenlistees. Have the reenlistee read the material in item 9.

(2) Item 10 -- Military Service Obligation for all Members of the Active and Reserve Components. Including the National Guard. Have the reenlistee read the material in item 10.

(3) Item 11 -- For Enlistees/Reenlistees in the Navy or Marine Corps. Have the reenlistee read the material in item 11.

(4) Item 12 -- For All Male Applicants. Have the reenlistee (male only) read the material in item 12.

d. SECTION D - CERTIFICATION AND ACCEPTANCE

(1) Item 13a. Draw a diagonal line across the acceptance portion in the case of immediate reenlistment. "X" out the word "enlistee," and, if none is the appropriate answer, have the Marine "X" the block "NONE" and place his/her initials on the line provided. Record reenlistment incentive(s) on page 11 of the service record as required by paragraph 4012.

(2) Items 13b and 13c -- Signature of Enlistee/Reenlistee and Date Signed. Immediately following the words "SIGNATURE OF" "X" out the word "ENLISTEE." The Marine will sign full name and enter the date in year, month, and day sequence on the original document only. The date in item 13c must agree with the date entered in item 14f. Example: 961010.

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(3) Item 14a. In the space provided, enter Marine Corps or Marine Corps Reserve as appropriate.

(4) Items 14b - 14g -- Service Representative Information. Enter the name in last name, first name, and middle initial sequence, pay grade (for example: E-8), organization, date signed (for example: 961010), and organization address of the service representative accepting the Marine for reenlistment in the appropriate blocks. The date in item 14f must agree with the date entered in item 13c.

(5) Item 14e -- Signature of the Service Representative. Prior to signing, the service representative will verify correctness of entries and explain all applicable paragraphs of the reenlistment document to the reenlistee. The service representative identified in item 14b will sign in

first name, middle initial, and last name sequence (initials and last name are acceptable) on the original document only.

e. SECTION E - CONFIRMATION OF ENLISTMENT OR REENLISTMENT

(1) Item 15. Immediately following the letter "I," in the space provided, type the Marine's full first, middle, last name and any suffix as shown in item 1Bb. Do not use punctuation of any sort, including periods or dashes. For Marines who elect to affirm their oath rather than swear to it, strike out the words "swear or" in the body of the oath and the words "So help me God" at the end of the oath on page 4/2 of the DD Form 4. The official who reads the words aloud will omit the stricken words.

(2) Item 16. No entry required. Draw a diagonal line across this item.

(3) Item 17. No entry required. Draw a diagonal line across this item.

(4) Item 18a and 18b -- Signature of Enlistee Reenlistee and Date Signed. "X" out the word "ENLISTEE." The Marine will sign full name and enter the date in year, month, and day sequence on the original document only. Example: 961010. The date in this item must agree with the date in item 19f. (See note 1, 2, or 3, as appropriate.)

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(5) Item 19a. Word(s) stricken from the reenlistment oath (item 15) should also be stricken from the reenlisting officer's statement

(6) Items 19b - 19g -- Enlistment/Reenlistment Officer Information. Enter the name of the reenlisting officer who administered the oath of reenlistment (last name, first name, and middle initial sequence), pay grade (for example: 05), organization, date signed (in year, month, and day sequence: for example: 961010), and organizational address in the appropriate blocks. The reenlisting officer will sign in first name, middle initial, and last name sequence (initials and last name are acceptable) on the original document only. The date entered in item 19f must agree with the date in 18b. (See note 1, 2, or 3.)

NOTE 1: In the case of all reenlistments of Marines on active duty, administer the reenlistment oath a day in advance of the effective date of reenlistment. In the event the effective date of reenlistment is on a Monday or another day following a 2 or 3 day holiday period, the reenlistment oath may be administered on the last working day immediately preceding the weekend or holiday period.

NOTE 2: In the case of Marine Corps reservists not on active duty who reenlist in the Marine Corps Reserve, the reenlistment oath may be administered up to 30 days in advance of the effective date of reenlistment and entered in item 5 of the DD Form 4.

NOTE 3: In the case of active duty Marines being discharged who want to

reenlist in the Marine Corps Reserve, the reenlistment oath may be administered up to 30 days in advance of the effective date of reenlistment entered in item 5 of the DD Form 4. Marines taking leave awaiting separation may be sworn into the Marine Corps Reserve immediately prior to the start of leave with the effective date of reenlistment on the day following date of discharge in item 5 of DD Form 4. This reenlistment must be reported into MCTFS when the contract is signed with the effective date as that shown in block 5 of DD Form 4.

4. Disposition Instructions. Distribute copies of enlistment/reenlistment document as shown in table 4-2.

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TABLE 4-2

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NOTES:

1. Actions involving immediate reenlistments into the Marine Corps or Marine Corps Reserve are accomplished by the unit holding the Marine's SRB.
2. There is no requirement to prepare a DD Form 1966, Application for Enlistment--Armed Forces of the United States, on immediate reenlistments in the Marine Corps or Marine Corps Reserve.
3. DD Form 1966, Application for Enlistment--Armed Forces of the United States, must be prepared for all original enlistments and reenlistments in the Marine Corps Reserve as a result of continuous or broken service (refer to MCO P1040.31 and MCO P1040R.35 for definition of continuous/broken reenlistment).
4. Forward a reproduced copy of any rebuttal statements to derogatory administrative remark entries along with the page 11 which contains the entry.

4006. CHRONOLOGICAL RECORD (NAVMC 118(3))

1. This is a standard page designed for recording in chronological sequence, the events or duties performed by a Marine from time of commissioning or enlistment, through and including, complete severance from the Marine Corps or Marine Corps Reserve. The chronological record of a Marine is important because it is a historical recording of assignments documented in the sequence of occurrence. Beginning with recruit training/OCS, maintain the chronological record following the Marine's assignment sequence using the prescribed NAVMC form. Whenever page 3 is full, or a new version is prescribed, prepare a supplemental page per the instructions contained in

paragraph 4001.2b. Line out the unused portion of the page to preclude further entries after the supplemental page has been added. Place the supplemental page behind the full or closed-out pages in the appropriate labeled sequence, to include any NAVMC 118(3) (Rev. 6-62) or earlier versions of this form which have a combination of chronological information, general military subjects (essential subjects), and conduct and duty proficiency

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markings that are now automated and reported by unit diary entry. Upon immediate reenlistment, reproduce the chronological Record page(s) containing entries subsequent to the last enlistment and forward the copy(ies) with the original of the enlistment/reenlistment document as directed in table 4-2, column B. Use all upper case typeface when making entries. The use of abbreviations and/or acronyms is encouraged.

2. Unit/Organization. Record name of the organization, to include battalion which the Marine is assigned for primary duty and the reporting unit code (RUC) and monitored command code (MCC) for the Regular establishment. SMCR units will include the RUC of the Reserve unit and not that of the Inspector-Instructor staff. Record unit/organization entries with all lines starting at the left margin or the first line starting at the left margin and second and subsequent lines indented one space. For example:

2DBN 6THMAR 2DMARDIV
FMF CAMLEJ NC
RUC12220 MCC V26

HQCO 23DMAR 4THMARDIV
FMF USMCR SAN BRUNO CA
RUC 14101

3. Upon redesignation of an organization, record new organization title, address, RUC, MCC, effective date, and authority. No other entries are required in the primary duty and remarks columns. For example:

VMGR-2
SANTA SANTA ANA
EL TORO CA MCC G37
RUC 02003 MCC 023
EFF DATE: 905150
AUTH: Co, MCCDC MSG 140814Z APR97

4. Primary Duty. The primary duty will reflect the abbreviated descriptive title of only the primary duty and billet military occupational specialty (BMOS). For Marines attending recruit training and MCT, use the BMOS 9900 and for Marines attending a formal school use the intended military occupational specialty (IMOS) as the primary duty. See MCO P1080.40, MCTFSPRIM. During periods of nonduty such as confinement, unauthorized absence, and in hands of civil authorities, the BMOS or IMOS is omitted. The omission is supported by the remarks entry reflecting the nonduty status. For Marines joined to the IRR, omit the BMOS.

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Whenever a Marine is assigned or reassigned a primary duty, record the abbreviated job title and the BMOS of the duty performed. Upon completion of each duty assignment, record in parentheses, immediately after the BMOS, the number of months such duty was performed. When a Marine is declared a deserter, close out the number of months in primary duty as of the date of action on declaration. Count periods of 16 days or more as a full month.

5. Remarks. Use the remarks portion of this page for entering the effective date of such occurrences as joins, transfers, reassignments, discharge, retirement, resignation, hospitalization, and death. Precede all entries with the date(s) of the occurrence. Although table 4-3 provides entry configurations, an exact format is not prescribed for the remarks entries. Entry composition should contain sufficient information to reflect the general purpose of the entry. The transfer entry will include the MCC to which the Marine is directed for duty as cited in the PCS/PCA orders. Record company/battery assignments in this portion of page 3 for the Regular establishment only.

a. There are no recording requirements when a Marine is discharged for the purpose of immediate reenlistment, upon a Marine's executing an extension of enlistment, or on the effective date of an extension of enlistment.

b. Periods of additional or temporary additional duty in excess of 30 days, temporary additional duty under instruction as a student in a formal school, as defined in MCO P1080.20, for any period, and assignment to the Fleet Marine Corps Personnel Assistance Program (FAP), are occurrences which are to be recorded as remarks and will include a commencement and termination date. When temporary duty or temporary additional duty of a Marine is terminated, record in parentheses the number of months such duty was performed in the primary duty column immediately following the BMOS.

c. Leave periods and periods of nonduty such as proceed, delay, and travel are not recorded on the chronological record. For periods of nonduty such as confinement, unauthorized absence in excess of 24 hours, desertion, in hands of civil authorities (IHCA), in hands of foreign authorities (IHFA), etc., record the commencement and return date of such periods. When a Marine is dropped or declared a deserter, the action date is normally the 31st day.

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d. When a Marine officer or enlisted Marine is assigned additional duties, record the date assigned, and the additional duty abbreviated title in the remarks section. When the additional duty is terminated, record the number of months such duty was performed in parentheses. Count periods of 16 days or more as a full month.

e. When other additional entries are required by the same organization, it is acceptable to omit the repeating of the organizational name, RUC, and MCC.

f. When Marines are performing duties away from their parent organization, and an occurrence for a chronological record entry arises, the remarks portion of the entry will contain the name, RUC, and the MCC of the organization making the entry.

g. For members of the Marine Corps Reserve, make entries to reflect recruit training and all periods of active duty over 30 days, and annual training.

h. For both active and Reserve members, the remarks column should contain the entry "YYMMDD ASG FST/MOJT/OJT", as appropriate. The commanders must screen the service records to ensure the assignment of an MOS above the basic level within the authorized training time prescribed. MCO P1000.6 and MCO 1500.31 apply.

6. A decision logic table for recording chronological al record entries is provided in table 4-3. The decision logic table shows the occasions most commonly requiring entries but is not all inclusive.

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TABLE 4-3

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TABLE 4-3

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TABLE 4-3

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TABLE 4-3

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TABLE 4-3

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TABLE 4-3

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TABLE 4-43

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TABLE 4-43

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NOTES:

1. SMCR units will include the RUC of the Reserve unit and not that of the I-I Staff.
2. Round total number of months to nearest whole month; i.e., 1 month and

15 days = 1 month; 1 month and 16 days = 2 months. Record periods of 15 days or less as "00."

3. Upon transfer, enter the total number of months the Marine was assigned any additional duties in the space provided in parentheses after the additional duty description.

4. Enter the total number of months in the primary duty in the space provided (excluding periods of non-duty). The close out is done on the 31st day of absence. Do not include the 30 days of absence in computing total number of months. The cut-off date for computing the number of months in the primary duty is the day prior to the date the absence commenced.

5. Additional entries may be required depending upon how the Marine returns from desertion, i.e., apprehended, returns under guard, etc., and whether or not the Marine is confined IHCA/IHFA prior to return to military control, or confined by military authority prior to return to duty. Additional entries which may be required are:

a. (1) TO (2) APRND (IHCA) (IHFA)

(1) Date of apprehension.

(2) Date is day prior to date of return to mil control.

b. (1) DEL UNDER GD

(1) Date of return to military control.

c. (1) TO (2) CNFD

(1) Date Marine confined shown in the NAVPERS 16640/4.

(2) Date Marine is released from confinement as indicated in the DD Form 367, Prisoner Release Order.

6. Per paragraphs 3007.3a and 4012.3a, an Administrative Remarks page entry is required when a Marine is IHCA/IHFA.

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4007. RECORD OF SERVICE (ROS)

1. The ROS is a computer-generated page which was designed to replace the Markings Page, NAVMC 118(23) in the SRB. There is no a requirement to prepare and maintain page 23 on recruit and initial skills trainees undergoing training of 6 weeks or less. Recruit depots and 1ST sites will continue to report the conduct and duty proficiency marks by unit diary entry upon completion of recruit training and 1ST. No manual recording of these marks is required except as provided in paragraph 4007.4. Reporting the conduct and duty proficiency markings into the MCTFS by unit diary entry provides the data for producing the ROS. Retain any NAVMC 118(3) (Rev. 6-62) or earlier versions of this form which have a combination of chronological information, general military subjects

(essential subjects), and conduct and duty proficiency markings as a standard page for chronological purposes. (See paragraph 4006.1.)

2. The ROS provides the commander with a visual reference of previously reported conduct and duty proficiency markings and the averages of those markings for the time in grade, enlistment, and service. The data reported to support the ROS is used to automatically compute composite scores for lance corporals and corporals. Composite scores generated by the MCTFS appear on the Marine's ROS. If a current ROS is unavailable, view the Marine's current computer-generated composite score on the Video Inquiry System (VIS). Except during recruit training, MCT, and 1ST (when 1ST is less than 6 weeks in length), print the ROS each time markings are reported and processed in MCTFS or request a ROS, when required, if the unit does not have on-line print capability (see the MCTFSPRIM). Where 1ST exceeds 6 weeks in length, the 1ST site will print/request a ROS for filing in the SRB. Where 1ST is less than 6 weeks in length, the Marine's first permanent duty station following recruit training and 1ST will print/request an ROS for filing in the SRB.

3. Table 4-4 prescribes occasions requiring the reporting of conduct and duty proficiency markings. Rules 3 through 6 of the Table pertain to individual TAD only. Participation in the UDP, field exercises, and other small unit deployments (TAD in excess of 30 days) where unit integrity is maintained, does not require the assignment of conduct and duty proficiency marks. Using the occasion code provided in column E for the respective rules, prepare a unit diary entry as prescribed in the MCTFSPRIM.

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a. Upon Promotion to Corporal and Sergeant. The "TO" date is the day prior to the date of rank. When the promotion to corporal or sergeant and the semiannual/annual (SA/AN) marking period coincide (1st of February and August for Regular Marines or the 1st of January for Reserve Marines), the promotion (PR) markings will take precedence over the SA/AN markings requirement. In this particular case, do not report SA/AN markings.

b. When the effective date of any other reporting occasion coincides with the SA/AN marking period; i.e., 31st of January, July or December, the reporting occasion (TR, AT, etc.) will take precedence. Do not report SA/AN markings.

c. School Completion (SC) and Transfer (TR) Marks. When the occasion requires the assignment of SC conduct and duty proficiency marks upon completion of formal school, and the Marine is transferred simultaneously, the TR occasion will take precedence. For personnel who are assigned SC marks and are retained pending transfer/reassignment, report the TR marks as NA if the transfer/reassignment occurs within 90 days of the SC marks.

(1) Attendees of a Single Formal School in a TEMINS Status. Assign SC marks to personnel attending a single course of instruction at a formal school that exceeds 90 calendar days upon completion of the course. If the course is 30 days or less, conduct and duty proficiency marks are assigned at the option of the commander. If the option is exercised, report SC marks on all students (corporal and below) completing the course.

(2) Attendees of Multiple Formal Schools at the Same Site. For personnel undergoing multiple courses of instruction (for example, Legal Admin is followed by the Unit Diary Clerk course), SC marks are required only if the prerequisite course(s) exceed(s) 90 calendar days in length.

4. Except during recruit training, MCT, and 1ST (where 1ST is less than 6 weeks in length), annotate the marks assigned on any occasion that requires a command to close out and forward the SRB; i.e., transfer, permanent change of assignment (i.e., reassignment), PCS, TAD excess, discharge, release from active duty, assignment to active duty, (i.e., EAD, AR, etc.) and accession in to MCTFS, etc., in pen/ink on the ROS currently in

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the SRB. An individual authorized to sign SRB entries will authenticate the annotated marks. If desired, annotate marks on the ROS on occasions other than mentioned above as a convenience in maintaining a current conduct and duty proficiency record. No authentication is required on these marks. Do not type entries on the RCS. The unit diary entry supports the recordkeeping requirement, pending receipt or printing of the next updated ROS. Retain only the latest ROS as a standard page. When a Marine is promoted to sergeant, place the ROS produced as a result of the promotion, on the document side of the SRB for permanent retention.

5. Filing Instructions

a. Regular component

(1) where 1ST exceeds 6 weeks in length, the 1ST site will print/request a ROS. Upon printing or receipt, insert the ROS as a standard page in the SRB.

(2) where 1ST is less than 6 weeks in length, the Marine's first permanent duty station following recruit training, MCT, and 1ST will print/request a ROS. Upon printing or receipt, insert the ROS as a standard page in the SRB.

b. Reserve component. For members of the Ready Reserve released from active duty and transferred to their parent SMCR unit, the joining SMCR unit will print/request a ROS within 30 days of joining. Upon printing or receipt insert the ROS as a standard page in the SRB.

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NOTES:

1. Do not remove the conduct mark of "C" resulting from declaration of desertion where the Marine is tried for desertion and is convicted of either desertion or the lesser included offense of UA, tried and convicted of UA, or received NJP for UA. Delete a conduct mark of "0" resulting from declaration of desertion if the entry was made as the result of an administrative error; i.e., the entry should not have been made originally, or if the Marine is later acquitted by court-martial of the absence which caused the declaration of desertion. The entry is deleted as erroneous in MCTFS per MCTFS PRIM. The "PD" markings remain. Report subsequent conduct and duty proficiency marks on the occasions stipulated.

2. Marines in this category will receive two sets of marks (SA and SC) for formal school attendance.

3. If the Marine attends annual training within 90 days of the effective date for reporting annual marks, report AN marks. If the Marine receives marks for any other occasion within 90 days of the effective date for reporting annual marks, report AN marks of NA. If the effective date for annual marks coincides with any reporting occasion other than PR or TR, AN marks will take precedence.

4. Use the following occasion codes when reporting conduct and duty proficiency markings into the MCTFS.

OCCASIONS	CODE	
	REGULAR	RESERVE
Transfer	TR	TR
Assignment to Active Duty (Reserve)		

Assignment to Involuntary Active Duty (Reserve)		
Release from Active Duty		
Release from EAD, AR, etc. (Reserve)		
Completion of Initial Skill Training		
Completion of recruit training		
Temporary Disability Retired List (TDRL)	DL	DL
Discharge	DC	DC
Promotion to Corporal or Sergeant	PR	PR
Reduction	RD	RD
Declared Deserter (first day of UA period)	DD	--
Last Day Prior to Declaring Deserter	PD	--

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OCCASIONS (cont.)

	CODE	
	REGULAR	RESERVE
To TAD	TD	--
TAD Complete	TC	--
Change of Primary Duty	CD	CD
Service School Completion	SC	SC
Semiannual	SA	--
Annual	--	AN
Completion of Annual Training	--	AT
Recommended (See MCO P1400.32.)	RE	RE

5. If the effective date for TR marks coincides with the requirement to report SA marks, TR marks will take precedence.

6. Conduct Markings

a. In addition to observance of the letter of law and regulations, conduct includes conformance to accepted usage and custom, and positive contributions to unit and Corps. General bearing, attitude, interest, reliability, courtesy, cooperation, obedience, adaptability, influence on others, moral fitness, physical fitness as effected by clean and temperate habits, and participation in unit activities not related directly to unit mission, are all factors of conduct and should be considered in evaluating the Marine. The mark assigned, after consideration of these qualities and, if necessary, consultation with the officer or senior noncommissioned officer who supervises the Marine's performance of duty, should represent a fair objective evaluation of the Marine's conduct for the marking period. **ASSIGNMENT TO THE WEIGHT CONTROL PROGRAM IS ANOTHER FACTOR WHICH SHOULD BE CONSIDERED WHEN ASSIGNING CONDUCT MARKS.**

b. In addition to the standards listed in the table below, the following general guidance applies to the assignment of conduct marks to Marines upon successful completion of recruit training:

(1) Generally, a recruit will receive a conduct mark in the 4.0-4.4 range. As an example, an average recruit would receive a conduct mark of 4.2. A recruit receiving nonjudicial punishment (NJP) will normally be assigned a conduct mark below 4.0.

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(2) Recruits who receive a meritorious promotion, or are of meritorious promotion caliber for their efforts in recruit training, will receive a conduct mark in the 4.5-4.8 range.

(3) A recruit who is selected as a platoon or series honor graduate will receive a conduct mark in the 4.9-5.0 range.

c. Use the following general guidance and standards in assigning conduct marks; however, full discretion is left to commanders in assigning marks outside these standards for good and sufficient reasons. Base assignment of marks subsequent to the assignment of reduction marks for a punitive reduction upon the Marine's conduct in the current grade. Do not consider the NJP that awarded the reduction during a subsequent marking period. Document the assignment of a conduct mark below 4.0 for any reason other than court-martial or NJP (where no reduction was awarded) by a nape 11 entry.

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7. Duty proficiency Marks

a. In assigning duty proficiency marks, use a scale of zero to five. The mark should indicate how well a Marine performed the primary duty during the marking period. In addition to technical skills and specialized knowledge, relating to duty proficiency marks, the "whole Marine concept" must be considered. Such attributes as mission accomplishment, leadership, intellect and wisdom, individual character, physical fitness, personal appearance, and completion of professional military education, Marine Corps Institute courses, and off duty education should also be evaluated and incorporated into the duty proficiency mark. Due allowance should be made when a Marine is filling a billet inconsistent with the Marine's grade. The commander should consult with the officer or senior noncommissioned officer who supervises the Marine's performance of duty prior to assigning duty proficiency marks.

b. In addition to the standards listed in the table below, the following guidance applies to assignment of duty proficiency marks to Marines upon successful completion of recruit training based on a level of performance achieved in the areas of marksmanship, water survival, close order drill, physical fitness, academic tests, and inspections.

(1) The majority of duty proficiency marks will be in the 4.0-4.4 range. As an example, an average recruit would receive a duty proficiency mark of 4.2.

(2) Recruits who receive a meritorious promotion, or are of meritorious promotion caliber for efforts in recruit training, will receive a duty proficiency mark in the 4.5-4.8 range.

(3) A recruit who is selected as a platoon or series honor graduate will receive a duty proficiency mark in the 4.9-5.0 range.

c. Use the following guidance and standards in assigning duty proficiency marks; however, full discretion is left to commanders in assigning marks outside these standards for good and sufficient reasons. Document a duty proficiency mark below 3.0 by a brief page 11 entry.

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4008. MILITARY AND CIVILIAN OCCUPATIONAL SPECIALTIES, EDUCATION COURSES; TECHNICAL TRAINING AND TESTS COMPLETED (NAVMC 118 (BA)). Page 8a is designed for recording military and civilian occupational specialties and skills, civilian education, service schools, technical training, correspondence courses, educational examination results, and special qualifications for all Marines.

1. Military Occupational Specialties. The MOS number is a code number for reference and record purposes, which identifies a number of skills necessary in a job. For a complete definition and a listing of the skills and capabilities which a Marine must have in order to qualify for each MOS, see MCO P1200.7, MOS Manual. This section is designed for recording primary MOS (PMOS) and first two additional MOS(s) (AMOS) only. (Each Marine may accumulate a total of 12 additional MOSs. AMOS 3 through 12 will be inserted in the Remarks Section denoting: AMOS, Date Awarded and Authority.) Make entries in this section as instructed below:

a. Under "Date," record in six-digit numerical format the year, month, and day that the PMOS or AMOS is assigned.

b. Under "Primary MOS," record the code number of the PMOS upon assignment. When the assignment results in a change of PMOS, delete the old PMOS and any related lower level AMOS(s) where skills are covered by the new PMOS with a thin-inked line.

c. Under "Additional MOS," record the code number of the AMOS upon assignment. Enter the code number in the appropriate column to indicate

whether the AMOS is the first or second AMOS. Delete any related lower level AMOS(s) with a thin-inked line when skills are covered by the new AMOS assigned.

d. Under "Title of MOS," record the title of the MOS as set forth in MCO P1200.7, MOS Manual. Use of abbreviated title is encouraged.

e. Under "Authority":

(1) When the entry is a change the commanding officer is authorized to effect, or when the change is directed by a commander other than the CMC, cite the appropriate paragraph in MCO P1000.6, ACTS Manual or MCO P1000R.1, MCRAMM, as appropriate, which authorized the change.

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(2) When the entry is a change authorized or directed by higher authority, reference the communication which authorized the change; for example: CMC ltr_____, DFR_____ etc. Units will receive MOS changes entered by HQMC on their DFR. Cite the DFR and MCTFS cycle number as the authority. For example, the authority for an MOS appearing on the DFR for MCTFS cycle 001 in calendar year 1996 is recorded as: DFR CYC 001-96.

f. When a PMOS or AMOS is voided for other than the reason stated in paragraph 4010.1b or 4010.1c, delete the MOS with a thin-inked line and record under "Remarks," the MOS, the date, the reason, and the specific paragraph contained in the Marine Corps or CMC directive authorizing the action; e.g., 0171 voided 961216 disqualified--too long away from the job, CMC ltr 1200 over MMEA of 1 Dec 96.

2. Civilian Education (Recruit Admin)

a. The following instructions apply to entries opposite "Grammar School":

(1) Under "No. Years," record the number of years grammar school successfully completed. For this purpose, grammar school is defined as grades 1 through 8. Record a single semester as a half year.

(2) Check appropriate column under "Graduate".

(3) Under "Year Left School," record the last calendar year of attendance.

b. Instructions for entries opposite "High School":

(1) Under "Major Subject," record one of the following fields of study: Academic, a course generally designed to prepare a student for college; Vocational, courses in mechanical arts, industrial arts, etc.; Agricultural, courses in agricultural arts and sciences.

(2) Under "No. Years," record the total number of years of high school successfully completed to the nearest half year. For this purpose, high school is defined as grades 9 through 12. Record completion as 4 years;

2 semesters as 1 year; 1 semester as 1/2 year.

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(3) Check appropriate column under "Graduate."

(4) Under "Year Left School," record last calendar year of attendance.

(5) If a Marine attained a high school diploma, a state high school equivalency certificate, or equivalency diploma based on satisfactory GED testing, make an appropriate entry under the "Remarks" section. For example, "Received High School Equivalency Certificate" issued by Office of the Superintendent of Public Instruction, State of Illinois, December 1996," or "Received 'Merril High School Diploma' issued by Town of Merrill, State of Maine, January 1997."

c. Instructions for entries opposite "College-University": (Show education received at the Naval, Army, Air Force, or Coast Guard Academies, the Naval Post-Graduate School, and the United States Air Force Institute of Technology as college-university education.)

(1) Under "Major Subject," record the major field of study. For Service academy graduates, record USNA, USMA, USAFA, or USCGA, as applicable. If more than one major field exists for any degree, record the other field(s) in the "Trade-Business" block and line out the caption.

(2) Under "No. Years," record the total number of years or work successfully completed to the nearest half year. Record the completion of requirements for a baccalaureate degree as 4 years; requirements for an associates degree as 2 years; 2 semesters as 1 year; 1 semester as 1/2 year.

(3) under "Graduate" enter a check under "No" if the Marine did not graduate; or if the Marine graduated, enter the degree received under "Yes" (e.g., BA, BS, MA, PhD, etc.); when the Marine has received more than one degree, enter the highest degree attained in this space, and enter the other degree(s) on the line below "Trade-Business" or continue the information in the "Remarks" section.

(4) under "Year Left School," record last calendar year of attendance.

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d. Instructions for entries opposite "Trade-Business": (Record any specialized courses taken at a technical, trade or business school; high school or college, which are not counted as credits towards graduation from high school or college.)

(1) under "Major Subject," record the course or particular subject taken.

(2) under "No. Years," record the number of years of attendance to the nearest quarter year.

(3) under "Graduate," indicate by an "X" in the proper column to show whether or not a certificate or diploma of any kind was awarded.

(4) under "Year Left School," record last calendar year of attendance.

e. When new civilian education information is received, report the information into MCTFS per MCO P1080.40, MCTFSPRIM, as appropriate. Whenever such information indicates a change in educational level, report new educational level into MCTFS, as appropriate. There is no longer a requirement to update the civilian education information on page 8a. The reporting of the information into MCTFS is considered sufficient documentation.

3. Civilian Occupation. Upon enlistment or reenlistment of prior service Marines, determine the primary civilian occupation by weighing jobs performed by the individual against each other, giving consideration to such factors as: the occupation the individual considers as the primary civilian occupation, and the occupation the individual considers as a secondary civilian occupation; length of time on job; recentness of experience; degree of skill required; background of experience or education required; and degree of authority or responsibility. Make entries as follows:

a. Job Title. Record the appropriate job title as shown in the Dictionary of Occupational Titles (D.O.T.) and number of years experience. If the individual did not have a civilian job, enter: "NONE."

b. Duties. Record the three-digit D.O.T. code number indicating division of the category under which the occupation falls. In the example below, "waiter, waitress, and related

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food-service occupations" is a division of category 31, "food and beverage preparation and service occupations"; the appropriate division code number is 311. If "NONE" is indicated under Job Title, enter 000.

=====	
CIVILIAN OCCUPATION	
JOB TITLE	Waiter 2 1/2 years
DUTIES	311

4. Service Schools. Technical Training, and Military Correspondence Courses Completed. Record required information under the appropriate column heading for training received in service schools, local schools conducted at the division, wing, base, depot, or equivalent level; instruction by military or

commercial teams authorized by the CMC; civilian schools which a Marine is ordered for duty under instruction; and "correspondence-type" military training courses other than those administered by the MCI. Enter the year and month the course was completed and the class standing or grade obtained upon completion, if available.

a. In those cases where a course is comprised of subcourses, enter the subcourse completion for lance corporals and corporals only. Use the subcourse completion information to compute bonus points for approved off-duty self-education courses when computing composite score for promotion.

b. For all other personnel, record only the final course completion. Include the appropriate service school code listed in MCO P1080.20, MCTFSCODESMAN, if applicable.

5. Marine Corps Institute (MCI) Course

a. There is no requirement to record course enrollment, completion, or disenrollment on page 8a. The MCI reports all applicable information regarding a Marine's enrollment in, completion of, or disenrollment from a MCI course directly into MCTFS. The information reported by MCI is considered sufficient documentation. Obtain MCTFS MCI course data by viewing the MCI remarks screen 120, MCI Courses. Information reported into MCTFS by the MCI will appear as a HQMC-generated entry on the unit's DFR.

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b. Non-resident PME courses being administered by MCI will be entered on page 8a, i.e.; NCO Non-Res (T3W), Amphibious Warfare Non-Res (T8C), etc. This will allow the commander a quick reference of PME completion without having to have a current BTR on file.

6. Academic Education Courses, Tests, and Correspondence Courses Completed. Record information required under column headings. Include courses completed through civilian educational institutions (residence, extension center, or correspondence) and Defense Activity for Non-Traditional Education Support (DANTES) subject examinations. Record the date the school granted/awarded the credits as reflected in the grade transcript. Do not record credit recommendations for DANTES examination; however, record a grade as the score indicated on the DANTES test report. Example:

Date	Title of Course	School and Location	Credit	Grade
960203	English Composition I	GWU, WASH	3SH	B
960906	CLEF: IntroAcctg 01	DANTES	-	65

7. General Educational Development (GED) Tests and College Level Examination Program (CLEP) General Examination

a. When the results of a complete high school battery (battery of five GED tests) are received, record under "Passed" or "Failed" the date/state whose requirements the Marine met or failed to meet and list the scores received on each part. For satisfactory completion of HS GED test, the Marine must meet the scores required by the state to which application is

made for issuance of an equivalency certificate or diploma.

b. When only part of a test battery has been completed, record the date/state opposite the applicable battery under "Incomplete" and enter the standard scores (GED) received. When the other test parts are completed, record the date/state under "Passed" or "Failed," as appropriate, line out the date/state under "Incomplete", and enter the standard scores received.

c. When the results of the CLEF General Examination are received, record scores under college level. (Under DANTES, CLEP-GE scores are no longer reported as "Passed" or "Failed" on the basis of meeting the American Council on Education's recommendation that the 25th percentile be considered as "Passed") Therefore, do not use the "Passed" and "Failed" columns for CLEP-GE tests. Record the date under

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"Incomplete" for both complete and incomplete test batteries (modify the column heading to indicate complete, when appropriate), and list the standard scores received under the appropriate test numbers.

d. When a retest has been administered, enter GED or CLEP-GE after "Retest", and enter the standard scores in the appropriate boxes; reenter the scores previously received on parts not retested and line out the previous entry for that battery. If additional space is required, complete additional entries under "special Qualifications/Instructions."

8. Special qualifications

a. Record types of machinery and equipment the Marine operates; e.g., tractor, bulldozer, boat, railroad engine, lathe, adding machine, typewriter, etc., if not recorded under "Civilian Occupation." Explain briefly; e.g., "36 foot diesel cabin cruiser, three summers, Ohio River, recreation cruiser.

b. Record Federal Communication Commission (FCC) Amateur Radio Operation License of Technicians Class or higher when held by the Marine. Make entries similar to the following sample: "FCC Amateur License, Technicians Class." (See MCO 2093.1A.)

c. When a typing or dictation test is administered, record the test results; i.e., date tested, title of test, or score attained, in this section. Example:

901201 Typing Test 40 wpm.

901215 Dictation Test 120 wpm.

9. Identification. Enter the last name, first name, middle initial, and SSN of the Marine being classified at the bottom of the page by typewriter.

10. Date. Enter date of preparation.

4009. COMBAT HISTORY - EXPEDITIONS - AWARD RECORD (NAVMC 118(9))

1. Page 9 is designed for recording a brief outline of the Marine's military history and the awards to which entitled. Upon immediate reenlistment, reproduce any page 9 containing entries subsequent to the last enlistment. Forward the copy(ies) with

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the original of the enlistment/reenlistment document as directed in table 4-2, column B. (See paragraph 4005.4.)

2. Combat History - Expeditions Section

a. The combat history - expeditions section provides a brief outline of the battles, campaigns, and expeditions in which the Marine has participated, injuries sustained, hospitalization received, and the facts of being captured, missing in action, or returned to military control. Document participation in combat operations (Marine entitled to hostile fire or imminent danger pay) (for example, Operation Just Cause and Desert Storm) or operations having a potential for escalating into combat operations (for example, Operation Desert Shield) and those operations for which the participating units/commands are awarded an Armed Forces/Marine Corps Expeditionary Medal (for example, Operations Earnest Will and Just Cause) and other operations which may yet be awarded an appropriate award (for example, Operation Sharp Edge) in this section. For purposes of determining a Marine's eligibility for the Humanitarian Service Medal (HSM), upon participation in a "humanitarian" type operation, e.g., "provide Comfort", dates of the operation, and a notation that the Marine is recommended for the HSM, even though the award may not have been submitted or approved at the time of the entry, should be annotated. This entry facilitates verification should HSM be approved at a later date. Do not enter participation in routine training exercises/operations on page 9, except those exercises, operations which are performed "above the Arctic Circle," which would determine a Marine's eligibility for the Arctic Service Ribbon.

b. Under "Date of Entry," record the six-digit date.

c. Under "Details," record:

(1) As accurately as possible, identification of the place and nature of expedition(s), action(s), battle(s), engagement(s), or campaign(s) in which the Marine participated. Record exercise(s) only if conducted "above the Arctic Circle."

d. Under "Signature" record a verifying signature as prescribed in paragraph 4001.4h.

e. Sample Combat History and Expeditions entries:

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COMBAT HISTORY AND EXPEDITIONS CHART

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3. Authorized Awards

a. The awards section provides a means of recording details of eligibility and issue of decoration, medals, unit awards, ribbon bars, stars for combat aircrew insignia, issue of foreign awards, etc. (See MCO 1650.19.) Record authorization to wear service/identification badges and breast insignia, other than the combat aircrew insignia, on page 11.

b. Under "Name of Award," record the description of the decoration, medal, unit award, ribbon bar, certificate of commendation/appreciation, letter of commendation/appreciation, or meritorious mast. Upon verification that a Marine is eligible for a unit award, the entry will include the unit title and inclusive dates for the award period. For example: MU (Co D, MSGBn 840101-860701); NU (MAWTS-1 820806-851231). When a personal award as indicated in Chapter 2 of the Navy and Marine Corps Awards Manual is awarded, the inclusive dates will be inserted for the award period. Entries made prior to receipt of this revision are NOT required to be modified for personal awards listed in Chapter 2 of the Navy and Marine Corps Awards Manual. However, inclusive dates for all previous personal awards not already annotated may be inserted at the discretion of the commanding officer responsible for service records.

c. In the "Subsequent Award Stars" column, record the number of stars in lieu of subsequent awards.

d. In the "Devices or Service Stars" column, record the appropriate symbols/number of engagement stars or other devices (e.g., combat distinguishing device ("V"), clasp, etc.).

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e. Samples:

AUTHORIZED AWARDS CHART

f. In the "Date Issued" column, record the six-digit date that the initial award, medal, or ribbon bar was actually delivered to the Marine. If the award is unavailable for issue, but the Marine is authorized, leave the "date issued" column blank. Where the actual date of delivery is not known, but it becomes known that the Marine has the award, medal or ribbon bar, etc., in their possession, the date this fact becomes known may be entered. Medals and ribbons are not issued for second and subsequent awards; accordingly, this column will contain dashes as shown above. Those records currently containing a date in this column need not be changed.

g. The "signature" section denotes that information entered, concerning the award, medal, or ribbon bar, has been verified with documentation available at the time the entry was made. Under "Signature," record a verifying signature as prescribed in paragraph 4001.4h.

h. Use the abbreviations, acronyms or codes authorized in chapter 6 of this Manual to the greatest extent possible when recording entries on page 9.

4010. ADMINISTRATIVE REMARKS (NAVMC 118(11)). Past practices of field commands to indiscriminately record minor infractions, local command data and requirements prompted the decision to limit entries to an absolute minimum. Review of entry requirements is a continuing process and as policy decisions are made changes to this Manual will be published.

1. Limit administrative remarks to matters forming an essential and permanent part of a Marine's military history, which are not recorded elsewhere in the SRB or MCTFS, and which will be useful to future commanders.

2. The following instructions are applicable to entries recorded on this page:

a. Entries required by any other Marine Corps directives, but not included in this Manual, are unauthorized. Entries required by ALMAR's, Personnel Administrative Advisories, and higher headquarters directives are excluded from this restriction.

b. Separate entries by a heavy line. Reduce entries to the briefest possible form or as provided in the sample entries and position them to use the minimum amount of space.

c. Upon immediate reenlistment, reproduce the page 11(s) containing entries subsequent to the last enlistment. Forward the copy(ies) as directed in table 4-2, column B.

d. The CG, MCRSC, is authorized to make those page 11 entries required to effectively administer the records of Reserve Marines.

e. The provisions of paragraph 100C.5c regarding adverse matter apply to the field service record. If applicable, an adverse entry will include statements to the effect that the Marine was provided the opportunity to make a rebuttal statement; the Marine did or did not choose to make such a statement; and if made, a copy of the statement is filed on the document side of the record. (Ensure a reproduced copy of the Marine's statement is forwarded with the reproduced page(s) 11 upon immediate reenlistment.) If the Marine elects to submit a statement, the Marine will have 5 working

days after referral of the entry to return the completed statement to the commander for filing in the service record. Page 11 entries must include the following language ONLY if they concern misconduct or substandard performance; confirmed incidents of illegal drug abuse or possession; incidents of alcohol abuse; and administrative measures.

"I was advised that within 5 working days after acknowledgment of this entry a written rebuttal can be submitted and this rebuttal will be filed on the document side of the SRB. I choose (to) (not to) make a rebuttal."

NOTE: If the Marine refuses to acknowledge (sign) an adverse/derogatory entry, add the statement "Marine refuses to acknowledge this entry" at the bottom of the entry, By refusing to acknowledge the entry to the Marine forfeits the opportunity to make a rebuttal statement. Make a counter-entry immediately following the counseling entry to verify the Marine was made aware of the adverse/derogatory entry. The verification counter entry may be signed by direction of the commanding officer.

f. Certain entries require authentication by the commanding officer and/or acknowledgment (signature) by the Marine. These specific signature requirements are indicated in the text or sample entries. All other page 11 entries may be signed by direction of the commanding officer (unit commander) unless otherwise indicated. "Unit Commander" is defined as the company, battery, or squadron commander or their functional equivalent; i.e., OIC, I-I, etc. (See paragraph 4001.4h concerning signatures.)

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3. Authorized Entries

a. In Hands of Civil Authorities (IHCA)/In Hands of Foreign Authorities (IHFA). When the Marine is IHCA/IHFA and later acquitted or released without trial, record inclusive dates of confinement and the fact of acquittal or release without trial. If convicted, record date of arrest, nature and date of the offense, trial date, the fact of conviction, sentence adjudged, and ' action taken by the commander.

b. Government Vehicle Operator's Permit. When an operator's permit is issued, updated, or renewed per MCO 11240.66, record the fact, vehicle limitation (on issues and updates), expiration date, and all restrictions imposed on the driver. If an operator's permit is revoked, record the fact, the date, and the reason. Sample entries:

"(Date): Iss Govt Veh Opr's Permit, No. ____, on (date). Permit expires (date). The fol restr apply: (List restr; i.e., must wear glasses. etc.). Auth to drive the fol veh: (List those classes of vehicle indicated in Part III, #3, of the Application for Government Vehicle Operator's Permit. NAVMC 10964)."

"(Date): Govt Veh Opr's Permit, No. ____, upgraded on (date), to

incl (List those classes of vehicle indicated in Part III, #3, of the Application for Government Vehicle Operator's Permit. NAVMC 10964)."

"(Date): Govt Veh Opr's Permit, No. _____, renewed on (date), permit expires (date).

"(Date): Govt Veh Opr's Permit, No. _____, revoked on (date), for (state reason revoked)."

c. Explosive Ordnance Disposal (EOD) Insignia. Make an entry when a Marine becomes eligible to wear the EOD insignia and a counter-entry when a Marine 5 authorization to wear such insignia is revoked, as outlined in MCO 3571.2. Sample entry:

"(Effective date). The authority to wear (basic, senior, master) EOD insignia is granted."

"(Effective date). The authority to wear, basic, senior, master) EOD insignia is revoked (cite reason and authority) ."

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d. Voluntary Separation Prior to Completion of Final Action on Physical Disability Processing

(1) When an enlisted Marine requests separation despite medical treatment or disability processing, the Marine Corps policy is to explain the probable effect on pay and benefits. If after the explanation, the Marine does not withdraw the request for separation, make the following page 11 entry, signed by the Marine being separated or released from active duty, and witnessed by the officer effecting the separation:

(Date). I request discharge (release from active duty) prior to final action by the Secretary of the Navy, despite the explanation given me that this may prejudice my case for disability benefits. I still desire separation. I have been advised of my right to file a claim with the Department of Veterans Affairs (DVA) for compensation, pension or hospitalization. I (do) (do not) desire to file a claim with the DVA for compensation, pension, or hospitalization.

(Signature of Marine (Date))

(Signature of Officer
effecting separation) (Date)"

This entry must be dated and signed by the Marine and witnessed by an officer prior to actual separation. When a Marine executes the above waiver, notify the CMC (MMSR-4) by message.

(2) Marines, who are eligible for retirement or transfer to the FMCR, or who have already submitted their application to retire or transfer to the FMCR, and who are involved in physical disability proceedings, shall be advised that authorization for retirement or transfer to the FMCR will not be issued pending final disposition of physical disability proceedings. If the member desires to retire or transfer to the FMCR, rather than continue with

disability proceedings, the commanding officer shall advise the member that the action may prejudice the Marine's case since the law requires that the SecNav make the determination on the disability case while the member is entitled to receive basic pay. If the Marine still desires to retire or transfer to the FMCR after this explanation, make the following page 11 entry, signed by the Marine being separated or released from active duty and witnessed by the officer effecting the separation.

"(Date). I certify that it has been explained to me that

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I may be suffering from a physical disability and that I am entitled to a full and fair hearing before the PEB under 10 U.S.C. 1214. With full knowledge of my rights in this matter I request to retire or transfer to the FMCR on (date) despite the fact that in order to be eligible for physical disability retirement I must be entitled to basic pay at the time the Secretary of the Navy makes a determination in my case. I have been advised of my rights to file a claim with the Department of Veterans Affairs for compensation, pension, or hospitalization. I (do) (do not) desire to file a claim with the VA for compensation, pension or hospitalization.

(Signature of Marine (Date))

(Signature of officer
effecting separation) (Date)"

This entry must be dated and signed by the Marine and witnessed by an officer. When a Marine executes the above waiver, notify the CMC (MMSR-4) by message with an information copy to the Naval Council of personnel Boards.

e. Articles of UCMJ Explained. Record the date that articles of the UCMJ were explained, as required by Article 137 of the UCMJ. Have the Marine sign the entry. If the Marine is temporarily detached and the SRB is being administered by the parent organization when the explanation is made, the commander at the permanent duty station, or an authorized representative will line out the words "to me" and sign the entry. In the latter case, record under the signature, the designation of the organization where the articles were explained. This entry is required at the time of (or within 6 days after) the Marine's initial entrance on active duty; or, the Marine's initial entrance into a duty status with a reserve component; after completion of 6 months active duty; or in the case of a member of a reserve component, after the Marine has completed recruit training; and, upon each reenlistment. Sample entry:

"(Date). Articles of UCMJ explained to me this date as required by Article 137, UCMJ."

f. When an Active Reserve (AR) Marine is career designated the following entry will be made:

"(Date). I have accepted career designation with the Active Reserve (AR) Program. I have read and understand that I

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am subject to all regulations specified in MCO 1001.52H and other applicable directives pertaining to Marines serving on the AR Program. Signature of Marine."

g. Aviation Insignia (Navy and Combat Aircrew). Make an entry when a Marine becomes eligible to wear an aviation insignia (wings) Record a counter-entry when a Marine's authorization to wear such insignia is revoked. Sample Entries:

"(Effective Date). The authority to wear (type aviation insignia) is granted."

"(Effective Date). The authority to wear (type aviation insignia) is revoked (cite reason and authority for revocation)."

h. Assignment/Termination/Reinstatement of Assignment to Duty Involving Parachute Jumping. Make an entry when a Marine's assignment is revoked/reinstated. The entry will include the reason and authority for termination/reinstatement, and whether or not the authority to wear the parachute insignia is or is not revoked (see MCO P1000.6, ACTS Manual). Sample entry: "(Effective Date). The assignment to duty involving parachute jumping is terminated/reinstated (cite reason and authority) authority to wear parachute jumping insignia (is) or (is not) revoked/authorized."

i. Personnel Reliability Program (PRP)

(1) Preliminary screening incident to transfer for training which will lead to a PRP assignment is required. Sample entry:

"(Date) Preliminary PRP screening of personnel records, medical evaluation, and personnel interview IAW SECNAVINST 5510.35. Appropriate investigation initiated. You are suitable for transfer for training. Capt. F. H. CLAYTON, USMC, sol, 5Jun94." (Signature of CO or official designated by CO.)

(2) Formal PRP screening is required for personnel engaged in training leading to a PRP assignment. The training command will review the individual's personnel records to ensure that the preliminary screening was done, and if the individual is not qualified based on this record review alone, the training command will briefly state that the member was found unsuitable for PRP training assignment. Sample entry:

"(Date). Formal PRP screening has been conducted and based upon review of records, you were found unsuitable for PRP training and assignment IAW SECNAVINST 5510.35. Maj J. M. CARRIA, USMC." (Signature of CO or official designated by CO.)

(3) permanent decertification is a formal determination that the Certifying Official can no longer assert that the individual continues to

meet the reliability standards provided in enclosure (3) to SECNAVINST 5510.35. The following signed and dated entry will be made:

"(Date) I, (name/grade/MOS), have been advised that I have been permanently decertified for assignment to a reliability billet as defined in SECNAVINST 5510.35. I understand this decertification will be made a part of my permanent record. I did/did not submit a statement on my behalf with the report of decertification submitted to CMC.

(Signature of Marine)

(Signature of CO/DesigRep)

j. Record of Issue of Wet-Type Diver's Dress. Campaign Service Hat. Suitcase and Trunks. An entry is required when a Marine is issued any of the above items. The entry is considered permanent. Do not change or delete the entry unless the Marine is separated under other than honorable conditions, and the equipment is returned.

k. Qualification as an Aircraft Crewmember. When a noncrewmember is enrolled in training to become qualified as an aircraft crewmember, make an entry:

(1) When the Marine completes a course of instruction and is considered qualified as a crewmember, record the date of completion of training and a statement that the Marine is considered qualified as a crewmember.

(2) When a Marine demonstrates that he/she is not qualified for duty involving flying, record the date determined unqualified and a statement that the Marine is not considered qualified for duty involving flying.

(3) When the Marine is transferred before completion of the prescribed course of instruction record the beginning date of instruction and the extent of qualification at time of transfer.

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(4) When the Marine is authorized to wear naval aircrew or combat aircrew insignia (without stars), record the tact and the effective date.

(5) When the authorization to wear naval aircrew insignia is revoked, record the effective date and the reason for revocation.

l. Not Recommended/Recommended But Not Eligible for Reenlistment. Marines not recommended, or recommended but not eligible, for reenlistment per MCO P1040.31, Career Planning and Development Guide, will be counseled by their commanding officer. Record the following entry on page 11 of the service record when an RE-3 or RE-4 reenlistment code is assigned. Also use this entry when the CMC assigns a reenlistment code of RE-1B or RE-1E. This entry will be signed by both the Marine and his/her commanding Officer:

"I have been informed by my commanding Officer that I am (not recommended or recommended but not eligible) for reenlistment because (state reason) and will be/have been assigned a reenlistment code of (RE-4, RE-3,

RE-1B, or RE-1C)."

m. Request for Restoration/Clemency or Waiver of Restoration. Upon receipt of any action by the SecNav, notify the Marine and make a narrative style entry.

(1) The entry shall include the date and conditions of the action and the authority therefore. Example: "961003. Request for restoration denied. Auth: SecNav ltr ser 0002 of 27 Sep 96."

(2) When the Marine is restored to duty, the entry shall include the specified date thereof, the period of probation, and the total unexecuted portion of the sentence(s) remaining to be executed in the event of vacation or suspension. Example: "960903. Restored to duty 960828 on 6 mos probation. Nine mos cnft at hard labor, adjudged 960105. Auth: SecNav ltr ser 005 of 27Aug 96;" "960909 MB, PEARL. Restored to duty 960905 on 1 yr probation. No cnft remains to be served on sentence adjudged 960205. Auth: Naval Clemency Board, ser. No. SP-070-96. Appr 960815."

(3) When the SecNav suspends the unexecuted portion of the sentence of a Marine who has agreed to extend the obligated

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active service to serve an adequate probationary period, the entry shall include the following: " (name) is being retained in the public interest for convenience of the Government in an active duty status under an extension of enlistment prescribed by the SecNav for the period of probation unless sooner discharged. (name) has agreed to such retention." This statement is in addition to the information contained in paragraphs 4012.3k(1) and 31(2).

(4) In addition, tile a certified true copy of the letter on the document side of the Marine's SRB.

(5) Where the action of the SecNav is withheld by the commander, make an entry stating the reasons clemency was withheld.

n. Privates through Corporals Not Recommended for Promotion Due to Restrictions Listed in MCO P1400.32. Privates through Corporal not recommended for promotion due to restrictions listed in MCO P1400.32, paragraph 1204.3f through 3n require only an initial page 11 SRB entry recorded for the restricted period. Monthly unit diary entry is still required until such time as the Marine is recommended for promotion. Sample entry:

"(Date). I understand that I am eligible but not recommended for promotion to (insert grade) due to (state restrictions) IAW MCO P1400.32B, (par 1204.3f through 3n), as applicable, unless waived by appropriate authority. I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the document side of my SRB. I choose (to) (not to) make a rebuttal. Signature of Marine."

o. Eligible but Not Recommended for Promotion. An entry is required when a Marine is eligible (refer to MCO P1400.32) but not recommended for promotion. Make a not recommended for promotion entry for each month/quarter a Marine is not recommended for promotion to the grades of PFC through Sergeant. The Marine will acknowledge (sign) the entry: Sample entry:

"(Date). I understand I am eligible but not recommended for promotion to (grade) for the (month/quarter), (yr) promotion period because of (state reason). I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed on the

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document side of my SRB. I choose (to) (not to) make a rebuttal. Signature of Marine."

p. Erroneous Promotion Waiver. Commanders may waive erroneous promotion to grades of PFC and LCpl for Marines who through no fault of their own, were promoted prior to attaining the required TIG and/or TIS. The administrative error will be noted and cite MCO P1400.32B, paragraph 2200.3 for Regular Marines and paragraph 2201.3 for Reserve Marines as the appropriate authority. For erroneous promotion to Cpl and Sgt, a request for an erroneous promotion waiver must be submitted to CMC (MMPR-2) via the chain of command.

q. Promotion Restriction for Marines Denied Further Service. Make the following entry when a Marine is denied further service. The Marine will acknowledge the entry:

"(Date). I have been informed by my commanding officer that I am not eligible for extension of enlistment or reenlistment or I have been/will be denied further service for (reason). I will be assigned a reenlistment eligibility code RE-(XX) upon separation. I have been further informed that assignment of this RE code makes me ineligible for promotion or promotion consideration per MCO P1400.32B. Signature of Marine."

r. Application for Retirement or Transfer to the Fleet Marine Corps Reserve (FMCR). An entry is required when a Marine requests retirement or transfer to the FMCR per MCO P1900.16, par 7006. Sample entry:

"(Date). I request (retirement) (transfer to the FMCR) effective (Date). I have signed the Commanding Officer's pre-application checklist and fully understand the ramifications of this request. Signature of Marine."

s. Early Separation Upon Return to the CONUS. The following entry is required when a Marine requests early separation upon return to CONUS per MCO P1900.16, par 1006. Sample entry:

"(Date). I hereby consent to be (discharged) (released) on (Date) in lieu of my normal or established date of discharge or release on (Date). My enlistment (including any extension thereof) or period of extended active duty will expire 90 days or less after the date of my arrival in the CONUS. I am not indebted to the U.S. Government. I do not intend to reenlist.

am not transferring to the Fleet Marine Corps Reserve. I understand that entitlement to pay and allowances and credit for active Federal Service ceases on the actual date of my separation from active duty. Signature of Marine."

t. Voluntary withdrawal from Enlistment Incentives Program. An entry is required when a Marine, prior to completion of Marine Combat Training, voluntarily withdraws from an enlistment incentive program. Sample entry:

"(Date). I have voluntarily withdrawn as an enlistee under my enlistment incentives program (Program Enlisted for (PEF) code). I understand that I will now be assigned to any MOS, per the needs of the Marine Corps, and that the MOS I am assigned may be a MOS within my original enlistment program. Signature of Marine."

u. Special Duty Assignment Pay. Special Duty Assignment (SDA) Pay is a monthly monetary incentive that is paid to enlisted Marines who are required to perform extremely demanding duties or duties demanding an unusual degree of responsibility. A page 11 entry is required reflecting awarding, reduction, or termination of the award. This entry will be signed by the CO or his/her representative. Sample entry:

(1) To report SDA pay for Marines serving in BILMOS 8411, 8412, or 8511, and for Marines serving in BILMOS 8151, 8421, JCUO, or JCUS enter the following:

"Start SDA Pay BilmOS ____ ED ____ ."

(2) For Marines with prior experience serving in BILMOS 8411, 8412, or 8511 and not credited SDA pay at the prior experience level enter the following:

"Credit SDA Pay BILMOS ____ FROM ____ TO ____."

(3) For Termination enter the following:

"SDA Pay Term ED ____."

V. Certification and Suspension or Revocation of Air Traffic Control (ATC) Certification. NAVAIR 00-80T-114, paragraph 3.3.1.2, requires a permanent record of ATC ratings. Accordingly, make an entry upon initial certification of ATC

ratings. Local ATC recertifications do not require additional entries in the service record. The initial certification entry is in addition to the entries required in the Marine's ATC training and qualification record (NAVMC

11004) NAVAIR 00-80T-114, paragraph 4.4, requires an entry in the service records of Marines whose certification as an ATC is suspended or revoked. NAVAIR 00-80T-114 further stipulates that a suspension or revocation is an administrative action and is not to be construed as disciplinary action. The entry must contain that information as part of the entry. The Marine will sign the suspension/revocation entry. Sample entry:

"(Date). ATC Rating(s) (type(s)) is/are (suspended or revoked) this date. I acknowledge this (suspension or revocation) as an administrative action authorized by the ATC officer and this action is not of a disciplinary nature."

w. Marine Corps uniforms Purchased Outside the United States. Marines are authorized to purchase uniforms outside the United States, provided such uniforms are manufactured from materials and findings purchased from the CG, MCLB, Albany (876/MAL). Under this authority enlisted Marines may purchase only those uniform items listed in MCO P1020.34F, par 9202 and 9203. Commanders will ensure that uniforms purchased conform to Marine Corps specifications and MCO P1020.34F. An appropriate entry will be made in the Marine's SRB.

x. Uniform Clothing Marked With Another Individual's Name. An entry is required when a Marine has uniform clothing with another individual's name marked in the uniform item. The uniform item must be re-marked and an entry recorded authorizing possession per MCO P1020.34, Marine Corps uniform Regulations.

y. Voluntary Waiver of Advance Notice of Removal from Flight Pay. An entry is required when an enlisted crewmember voluntarily waives the advance individual notice of 120 days prior to being removed from flight duty. (See MCC 1326.2.) The Marine will sign the entry. Sample entry:

"(Date). I voluntarily waive my entitlement to 120 days advance notification of removal from enlisted crewmember flight duty."

z. Confirmed Incidents of Illegal Drug Abuse or Possession. (Refer to MCO P5300.12.) Record in the SRB, all confirmed

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incidents (civil or military) of illegal involvement. Consult MCO P1610.7 concerning requirements for submission of a "DC" fitness report. Whenever the counseling entry is made, the Marine must be afforded the opportunity to make a written rebuttal. File the rebuttal, if any, on the document side of the Marine's SRB. The entry must include the language contained in paragraph 4012.2e concerning the Marine's right to submit a rebuttal. The Marine will acknowledge (sign) the counseling entry. Sample entry:

"(Date). Counseled this date concerning my illegal drug involvement, (cocaine usage identified through urinalysis confirmed by Navy Drug Lab JAXFL msg 120900Z Oct97). Specific recommendations for corrective action: don't use drugs. Seen by substance abuse counselor on (Date). I was advised that within 5 working days after acknowledgment of this entry a written rebuttal can be submitted and this rebuttal will be filed on the

document side of my SRB. I choose (to) (not to) make a rebuttal. Signature of Marine."

NOTE: Failure to take corrective action, etc. statement is no longer applicable and should not be used, since administrative separation processing of all personnel who use drugs is mandatory. There is still a requirement, however, for all persons identified and confirmed as drug abusers to be seen by substance abuse counselors.

aa. Alcohol Abuse. (Refer to MCO P5300.12) Commanders will direct a SRB entry be made after counseling a Marine for any alcohol-related misconduct or unsatisfactory performance. Consult MCO P1610.7 for "DC" fitness report submission requirements on second and subsequent incidents and mandatory Section C comment requirements. Whenever the counseling entry is made, the Marine must be afforded the opportunity to make a written statement, file the statement, if any, on the document side of the Marine's SRB. The entry must include the language contained in paragraph 4012.2e concerning the Marine's right to submit a rebuttal. The Marine will acknowledge (sign) the counseling entry. Sample entry:

"(Date). Counseled this date concerning my conviction of (list charge(s); provide specific recommendations for corrective action; and assistance available). (If the commander plans to process the Marine for judicial or separation proceedings as a result of the offense, include the information

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in the entry. If the commander does not plan to process the Marine for separation due to deficiencies, include the following sentence. "I am advised that failure to take corrective action may result in administrative separation or limitation on further service.") I was advised that within 5 working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the documents side of the service record. I choose (to) (not to) make such a statement. Signature of Marine."

bb. General Assignment Policy Career Enlisted Marines/General Overseas Assignment Policies. (Refer to MCO P1300.8) The Marine will sign all sample entries contained in this subparagraph:

(1) Career enlisted Marines in receipt of PCSO's issued by the CMC6 who do not have sufficient obligated service to complete the prescribed tour, will be immediately afforded the opportunity to extend/reenlist in order to have the required active service. When the Marine states that he/she does not desire to extend/reenlist, the CMC (MMEA) will be promptly notified and the following service record entry made:

(Date). I have been assigned reenlistment eligibility code RE-30. Reason: I will not reenlist/extend to comply with PCS orders. I have been advised that Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay unless specifically authorized by the CMC (MMEA). I have been given the opportunity to submit a

statement and that statement, if submitted, will be filed on the document side of my SRB. I choose (to) (not to) submit a statement. Signature of Marine."

(2) Career enlisted Marines transferred to CONUS for discharge prior to the completion of the prescribed tour length because they will not extend/reenlist, will be informed that they cannot extend/reenlist after their arrival in CONUS. The following entry will be made:

"(Date). I hereby accept transfer to the United States for discharge. I have been assigned reenlistment eligibility code RE-30. Reason: I will not reenlist/extend in order to complete the tour length. I have been advised that Marines assigned this code are not eligible for promotion,

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reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay unless specifically authorized by the CMC (MMEA). I have been given the opportunity to submit a statement and that statement, if submitted, will be filed on the document side of my SRB. I choose (to) (not to) submit a statement. Signature of Marine."

(3) Volunteers for a dependents-restricted tour who waive their overseas control date (OCD) will have the following entry made:

"(Date). I hereby waive my OCD per the provisions of MCO P1300.8. Signature of Marine."

(4) Election of Tour. Marines with family members who are otherwise entitled to transportation of family members who elect to serve the shorter unaccompanied tour when assigned to an accompanied-by-family member tour will have the following statement made:

"(Date). I hereby elect to serve the unaccompanied tour as described in MCO P1300.8. Signature of Marine."

(5) Homebasing Assignment Program. Marines will be returned to the same geographic location at which they were stationed prior to the dependents-restricted tour. Marines who receive official notification of their home-basing assignment will have the following entry made:

"(Date). I understand the intent of the home-basing assignment program and acknowledge that I am expected not to use my dependent-travel entitlement, ship my HHG's (except those shipped to my overseas duty station for my personal use), use non-temporary storage of HHG's and will not receive with-dependents dislocation allowance (DLA). Signature of Marine."

(6) Sequential Assignment Program. Marines may be assigned to a different, but specified, geographic location following the dependents-restricted tour (sequential assignment) Marines who receive official notification of their sequential assignment will sign the following sample entry:

"(Date). I understand the intent of the sequential assignment program and acknowledge that I am expected not to use my dependent-travel entitlement except to the locale of the

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sequential assignment, ship my HHG's (except to the locale of the sequential assignment and those shipped to my overseas duty station for my personal use), use non-temporary storage of HHG's and will not receive dependent DLA except to the locale of the sequential assignment. Signature of Marine."

(7) Voluntary Assignment to 5 Months or More TAD Unit Deployments. Career Marines and First-term Marines who have received a new OCD as a result of completing tours in the categories listed in Chapter 2, MCO P1300.8, and who volunteer to participate in a TAD unit deployment overseas will have the following statement made:

"(Date). I hereby volunteer to participate in unit deployment with (unit) and I understand the consequences of this action as explained in MCO P1300.8. Signature of Marine."

(8) Request for Waiver of privileges as a Sole Surviving Son or Daughter. A Marine who requests a waiver of privileges as a sole surviving son or daughter. The following entry will be made submission of the request to CMC (MMEA):

"(Date). I hereby waive my rights to restrictive assignment as a sole surviving son/daughter per MCO P1300.8. Signature of Marine."

(9) Revocation of Waived Status as a Sole Surviving Son or Daughter. A Marine who has waived status as a sole surviving son or daughter may request reinstatement of that status at any time. They will have the following statement made upon submission of the request to CMC (MMEA)

"(Date). I hereby revoke the waiver of my sole surviving son/daughter status and request reinstatement of that status per MCO P1300.8R. Signature of Marine."

cc. Administrative Separation Counseling Entry. Administrative separation processing for certain specific basis of separation may not be initiated until the Marine is counseled concerning deficiencies and afforded an opportunity to overcome these deficiencies. (Refer to MCO P1900.16.) Commanders may also use the below entry for counseling concerning deficiencies for which administrative separation or nonjudicial punishment actions are not appropriate or contemplated. The entry must include the language contained in paragraph 4012.2e concerning

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the Marine's right to submit a rebuttal. The Marine will acknowledge (sign) the counseling entry. (See paragraph 4012.2e concerning possible counter-

entry requirements.)

"(Date). Counseled this date concerning deficiencies; (list deficiencies; provide specific recommendation for corrective action; assistance available). [If the commander plans to process the Marine for judicial or separation proceedings as a result of the deficiencies, include that information in the entry. If the commander does not plan to process the Marine for separation due to the deficiencies, include the following sentence: "I am advised that failure to take corrective action may result in administrative separation or limitation on further service."] I was advised that within 5 working days after acknowledgment of this entry a written rebuttal can be submitted and this rebuttal will be filed on the document side of the SRB. I choose (to) (not to) make a rebuttal."

NOTE: The Marine's signature acknowledges that counseling has occurred, not that the Marine concurs with the content of the entry.

dd. Administrative Measures. Sections 0102-0105 of the JAGMAN discuss administrative or nonpunitive measures; e.g., extra military instruction, administrative withholding of privileges, and nonpunitive censure. Such measures, except for a nonpunitive letter of censure (also known as a nonpunitive letter of caution), may be recorded on page 11. Accordingly, the commanding officer may record the imposition of any nonpunitive measures other than a nonpunitive letter of censure. The entry must include the language in paragraph 4012.2e concerning the Marine's right to submit a rebuttal. The Marine will acknowledge (sign) the entry.

ee. Service Award Election (Reserve Only). When Marine Corps reservists are assigned to active duty in connection with the Active Reserve (AR) Program, they must elect whether to continue their eligibility period for the Selected Marine Corps Reserve Medal (SMCRM) or start a new eligibility commencement date for the award of the Good Conduct Medal (GCM). If the Marine elects to receive the GCM, enter the commencement date on page 12. Make one of the following entries, signed by the Marine, upon assignment to AR:

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(1) "(Date). I elect to continue my period of entitlement and eligibility to the SMCRM while assigned to AR Program."

(2) "(Date). I elect entitlement to receive the GCM while participating in the AR Program."

ff. Classified Information Nondisclosure Agreement (SF 312). OPNAVINST 5510.1H, par. 24-2.6, requires an entry upon execution and submission of the SF 312. Sample entry:

"(Date). SF 312 executed and forwarded to the GMC (MMSB-22) this date."

gg. Disposition of Selected Marine Corps Reservists (SMCR) as a Result of Unit Deactivation. Redesignation or Relocation

(1) SMCR's awaiting IADT or at IADT may train for another MOS contingent upon school seat availability compatible with another SMCR unit within reasonable commuting distance. The following entry will be made and signed by SMCR concerned:

"Due to my SMCR unit being deactivated, redesignated, or relocated, I agree to retrain in MOS ____ which is compatible with (unit title-location). I understand that by transferring to this unit upon completion of my IADT, I am still required to fulfill my mandatory Reserve participation requirements as set forth in current DOD and Marine Corps Regulations. I understand I retain entitlement to any enlistment incentive I was guaranteed in my original contract providing I meet SMCR participation requirements. Signature of Marine."

(2) When SMCR's are awaiting IADT or at IADT who are discharged at the Convenience of the Government due to unit deactivation, relocation, or redesignation, they must have the following paragraph typed in the remarks block of the DD Form 214 and on page 11 of the SRB.

"I understand by accepting this discharge from the U.S. Marine Corps Reserve I voluntarily give up my entitlement to transition assistance benefits, Reserve Montgomery G.I. Bill, and any enlistment incentives that were offered to me upon my initial enlistment as reflected in my Reserve Optional Enlistment Program statement of understanding. I also understand that if, at a later date I chose to reenter the Marine Corps, I will fully repeat any incomplete portions of the three stages of entry-level training: Recruit Training, MCT, and MOS training. However any

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repeat any incomplete portions of the three stages of entry-level training: Recruit Training, MCT, and MOS training. However any prior active duty service is creditable for pay and allowances. Signature of Marine."

(3) SMCR Non-Mandatory Participants that are at SMCR units will coordinate with the commanding Officer's of SMCR Units within reasonable commuting distance to find and be offered an SMCR billet of the same grade. Marines offered an SMCR billet of the same grade within a reasonable commuting distance will sign the following page 11 entry in the service records:

"I am aware I am not eligible for Reserve transition benefits under Public Law 102-484 of 23 Oct 92 because I have been offered another SMCR billet of the same grade within a reasonable commuting distance. Signature of Marine."

(4) SMCR who are eligible for MGIB-SR and transferred to the IRR, who are not qualified for Reserve Transition Benefits because they have less than 12 months of SMCR participation sign the following page 11 entry:

"I understand that my Reserve Montgomery GI Bill-Selective Reserve (MGIB-SR) entitlement will be suspended the day I transfer to the Individual Ready Reserve. I am also aware that I have only one year to reaffiliate with an SMCR Unit or another Reserve Component Unit in order to

reestablish MGIB-R eligibility. Signature of Marine."

hh. critical Acquisition Program (CAP). Assignment to CAP requires a signed tenure agreement to remain in that position for at least three years. Career enlisted Marines in receipt of PCSOs issued by the CMC who do not have sufficient obligated service to complete the prescribed tour will be immediately afforded the opportunity to extend/reenlist in order to qualify for assignment. The following page 11 entry will be made and signed. (Refer to MCO P1300.8.)

"I have been assigned reenlistment eligibility code RE-30. Reason: I will not reenlist/extend to comply with PCS orders. I have been advised that Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay unless specifically authorized by CMC (MMEA). I have been given the opportunity to submit a statement

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and that statement, if submitted, will be filed on the document side of my SRB. I choose to/not to submit a statement. Signed by Marine."

ii. Survivor Benefit Plan (SBP). Commanders make an entry to reflect that the eligible Marine has been counseled in the 18th year of service and again 60 days before retirement and fully understands that enrollment in the SBP at the maximum level is automatic unless a DD Form 2656 is received at DFAS, Cleveland 30 days prior to the date the member becomes eligible for retired pay. An entry must also reflect that the spouse of the Marine who elects less than maximum coverage (base amount is less than full retired pay), no coverage at all, or covers a child and not the spouse, is notified of the election made. Make the required notification to the spouse in person or by certified mail. (See MCO P1741.11B.) Sample entries:

(1) "(Date). I have been counseled concerning SBP and fully understand the automatic enrollment and future enrollment provisions of the Plan. Signature of Marine."

(2) "(Date). Marine has elected (no coverage or elected child coverage only) under SBP, DD Form 2656 forwarded to DFAS, Cleveland this date."

(3) "(Date). Marine has elected reduced coverage under SBP. DD Form 2656 forwarded to DFAS, Cleveland this date."

(4) "(Date). Mr/Mrs (full name) personally counseled this date on provisions of SBP and of the effect of her husband/his wife electing (no coverage, child coverage, or reduced coverage). DD Form 2656 certification completed. If personal counseling is not feasible, indicate that it was accomplished by mail and that the DD Form 2656 was forwarded for certification and return. (Attach the certified mail return receipt to the page 11 entry.)

(5) "(Date). Marine, single with no dependent children, elected insurable interest coverage on behalf of (full name) DD Form 2656 forwarded

to DFAS, Cleveland this date. Signature of Marine."

jj. Administrative Separation proceedings

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(1) When a separation authority approved an administrative separation but suspends its execution, record the date of the separation authority's action; the identity (command) of the separation authority; the characterization of service; the general/specific bases for separation; the period of suspension; the specific requirements of probation imposed by the separation authority(if any); and the mailing address of the official holding the record of proceedings in the event vacation proceedings are later initiated. Sample entry:

"(Date). Administrative separation with an honorable characterization of service by reason of weight control failure approved by CG, 1stMarDiv, on (date). Separation suspended for a period of 12 months with provisions for automatic remission. During suspension, SNM is required to participate in supervised physical training a minimum of one hour per day on all normal work days, and to maintain his weight at or below XXX pounds at all times. Record of proceedings may be requested from Staff Judge Advocate, 1stMarDiv, 1234 5th St., Camp Pendleton, CA 92055-9876 in the event of subsequent vacation proceedings."

(2) If an administrative separation board finds that one or more allegations are supported by a preponderance of the evidence, but the member is retained even though this finding is not disapproved by any higher authority's action; the identity (command) of the separation authority; the fact of retention; and the allegations found to have been supported which have not been disapproved. Allegations which an administrative board found to be unsupported will not be recorded. Sample entry:

"(Date). SNM retained in USMC by CG, 1stMarDiv, on (date). Administrative separation board recommended retention after find that SNM had used cocaine on one occasion during service."

kk. Antiterrorism (AT) and Force protection (FP) Training

(1) Upon completion of annual antiterrorism (AT) and force protection training make the following entry:

"(Date). Completed AT/FE training this date. Signature of Marine."

(2) Upon completion of pre-deployment antiterrorism (AT) and force protection (FE) training within 6 months of unit deployment make the following entry:

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"(Date). Completed AT/FP training prior to unit deployment this date. Signature of Marine."

11. Additional Guidance Concerning Page 11 Entries:

(1) Commanders are authorized to make other entries on this page that are essential to document an event in a Marine's career for which no other means or method of recording exists or for the issuance of "one time" supply items. Authorized entries under this rule must meet two tests: (1) the information contained in the entry is of permanent value to the Marine's career; and, (2) the information is not, or cannot be, documented anywhere else in the SRB, medical records, or the Marine's MCTFS record. Participation in certain operations (excluding routine training exercises/operations) not specifically identified as combat operations or as having a potential for escalating into combat operations and humanitarian relief efforts (i.e., California Loma Prieta Earthquake Relief, etc.) are considered to be significant events in a participant's military career.

(2) Restrictions

(a) Do not make entries on page 11 which concern administrative discharge or competency review proceedings if they do not, upon final review, result in discharge or reduction.

(b) commanders will not use page 11 as a local training record. Do not make entries to document local indoctrination lectures or acknowledgment of certain local regulations pertaining to drug/alcohol, uniform, and fraternization policies. As an exception, the commanding Officer, MSG Battalion may make necessary counseling entries regarding fraternization with civilian personnel upon assignment of the Marines to certain posts.

(c) Do not make separate entries for assignment to or removal from the weight control/military appearance program. The administrative separation counseling entry required by MCO P1900.1EE upon assignment to weight control, the completion of enclosure (4) to MCO 6100.10B, the assignment and removal entries reported in MCTFS, and entries made in the Marine's health record are considered sufficient to satisfy the recording and documentation requirements. There is no requirement other than the MCTFS entry, to record a Marine's removal from weight control/military appearance program.

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4011. OFFENSES AND PUNISHMENT (NAVMC 118(12))

1. Page 12 is designed for recording offenses and punishments, for establishing command jurisdiction at time of offense, and for recording Good Conduct, SMCR, and Armed Forces Reserve Medal periods. Upon immediate reenlistment, reproduce any page 12 containing entries subsequent to the last enlistment. Forward the copy(ies) per table 4-2, column B. (See paragraph 4005.4.)

2. The offenses and punishment section is designed for recording nonjudicial

punishment (NJP) and VA. The time a Marine spends IHCA before trial in a civilian court is not VA if the Marine was not absent without authority at the time of arrest and (1) the charges are dismissed, or (2) the Marine is found not guilty of all charges. Do not record nonpunitive measures, such as those listed in R.C.M. 306 (c) (2), MCM, 1995, and in sections 0102-0105 of the JAGMAN, which are not NJP's, on page 12. This also applies to the old Marine Corps term "commanding officer's warning," which is not an authorized term under nonpunitive measures and will not be used or recorded. Do not make entries on page 12 regarding courts-martial.

a. Entries on page 12 will be signed by the commander or a designated representative authorized to sign by direction (see paragraph 4001.4h). Separate each entry with a heavy black line.

b. Make entries in this section as follows:

(1) NJP. When NJP is imposed as authorized by UCMJ, Article 15, and the MCM, 1995, record the date of the entry, the article(s) of the UCMJ violated, a summary of the offense, the punishment imposed (if any or all of the punishment imposed is suspended, indicate the specific punishment, length of suspension, and the terms for automatic remission), the date the NJP was imposed, the RUC of the unit reporting the punishment, the UD number and date on which the punishment is reported, and whether an appeal was made and action on appeal, if any. The entry must state the billet (e.g., BnCO, OIC, etc.) and grade (e.g., Maj) of the officer imposing the NJP. For example, "Awd at OIC (Capt) NJP on (date);" "Awd at MEUCO (Col) NJP on (date)." If reduction in grade is imposed and not suspended, record the effective date of reduction. (The effective date of reduction is the date specified in the reduction order.) If a forfeiture is imposed, include the amount per month, number of months, and total amount of forfeiture. If a portion of the forfeiture is suspended, indicate the total amount of forfeiture suspended.

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Examples:

"960728. Viol Art. 86, UCMJ: UA (AWOL) fr 0746, 960722 to 1300, 960724. Awd red to E-1, forf \$30.00 pay per mo for 2 mos (Total forf \$60.00), and 15 das extra duties. Eff date of red is 960728. Forf of \$30.00 pay per mo for 1 mo susp for 3 mos, at which time, unless sooner vacated, the suspended forfeiture will be remitted w/o further act (Total forf susp \$30.00). Awd at Bn CO (LtCol) NJP on 960728. Rpt by RUC 11160 on UD 00097 dtd 960728. Not appealed."

"960906. Viol Art. 90, UCMJ: Struck Capt Slick with an entrenching tool at HqCo, HqBn, 3d MarDiv. Awd red to E-3, oral reprimand, 30 das restr to the limits of HqCo, HqBn, 3dMarDiv w/o susp fr du, and 30 das extra duties, to run concurrently. Red to E-3, 30 restr and 30 das extra duties susp for 3 mos, at which time, unless sooner vacated, all suspended punishment will be remitted W/O further act. Awd at Bn CO (Col) NJP on 960904. Rpt by RUC 13001 on UD 00148 dtd 960906. Appeal subm 960905. Appeal denied 960906."

|NOTE: Oral reprimands may be nonpunitive (not intended as NJP) or
|punitive (intended as NJP). If the officer conducting NJP imposes
|only an oral reprimand during the proceedings and intends the
|reprimand to be punitive in nature, prepare a normal NJP entry and
|include this fact as the punishment imposed (e.g., Awd oral reprimand).
|If, however, the officer intends the oral reprimand to be nonpunitive
|do not make an NJP entry.

(2) Compliance with U.S. Versus Booker. 5 M.J. 238 (CMA 1977) and U.S. Versus McLemore. 10 M.J. 238 (CMA 1981). Before considering NJP in aggravation at a subsequent court-martial, the above cases and JAGMAN, section 0109, require a written statement showing that an accused did not exercise the right to refuse NJP, and that acceptance of NJP does not preclude the command from taking other adverse administrative action against the accused. Compliance is accomplished by recording an entry, signed by the accused, on page 12 prior to imposition of NJP. Use of a rubber stamp when making this entry is authorized. The following is an example of an entry which is sufficient for this purpose:

(Date). I have been given the opportunity to consult with a lawyer, provided by the Government at no cost to

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to me, in regard to a pending NJP for violation of Article(s) of the UCMJ. I understand I have the right to refuse that NJP; I (do) (do not) choose to exercise that right. I further understand that acceptance of NJP does not preclude my command from taking other adverse administrative action against me."

(a) In some cases a Marine will have several NJP entries, creating difficulty in determining whether the Marine was afforded the rights contained in paragraph 4013.2b(2) for each NJP hearing. Sample sentence:

"This entry applies to the NJP held on (date)."

(b) If a hearing of NJP results in no punishments imposed, do not retain the entry required by paragraph 4013.2b(2) as a matter of record. If there are no other offenses and punishments recorded, remove the page and replace with a new page 12. Transcribe the Good Conduct Medal period or the Selected Marine Corps Reserve Medal and Armed Forces Reserve Medal period commencement date(s), as appropriate, to the new page. If other offenses and punishments are recorded on page 12, accomplish the removal of the entry authorized by paragraph 4013.2b(2) by drawing a thin-inked line through the entry as prescribed in paragraph 4001.4e(1). Initial the lined-out entry per paragraph 4001. 4h.

(c) Vacation of a Suspended Portion of NJP. Record as a standard entry on page 12 the vacation of a suspended reduction/sentence, previously imposed by NJP (although an administrative action and not NJP), as follows:

"960728. NJP imposed and suspended on (date) for a period of (number) months/days is hereby vacated and the punishment is ordered executed this date. Rpt by RUC 54031 on UD 00098 dtd 960728."

(3) unauthorized Absence (VA). The importance of accuracy in content and signature on all entries regarding VA cannot be overly stressed. VA entries are used as proof of an absence offense. The required information must be accurately recorded and properly authenticated in order to be allowed as evidence at a court-martial. Include any known aggravating circumstances in the entries. Aggravating circumstances include declarations made by the Marine regarding the absence, information regarding absence to escape or shirk important or

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hazardous service, etc. If aggravating circumstances become known after the UA entry is made, record the date and circumstances immediately below the DA entry. If the UA is excused as unavoidable, delete the DA entry from the SRB and document the removal per MCO F1050.3. The examples shown below are provided for assistance in preparation of entries:

(a) A Marine is carried on the rolls who has been in an UA status for 24 hours. Record date and hour absence commenced, the RUC of the unit reporting the absence, and number and date of the unit diary on which the absence is reported.

Example:

"960206. UA(AWOL) fr this org since 0801, 960205. Abs rpt by RUC 12001 on UD 00028 dtd 960206."

(b) A Marine is en route to join, fails to report in compliance with orders, and has been in a UA status for 24 hours. This entry must show absence from the organization to which the Marine is ordered to report. Record date and hour absence commenced, the RUC of the unit reporting the absence, and number and date of the unit diary that reported the absence. Example:

"960115. UA(AWOL) fr (unit) since 0001, 960114, failed to report to CG, 2d MarDiv, FMF, CamLej, not later than 2400, 960113. Abs rpt by RUC 12001 on UD 00014 dtd 960115."

(c) Upon apprehension, delivery, or surrender of a Marine in a UA/desertion status, record the entry as follows: hour and date of return to military control, how the Marine returned to military control, the RUC of the unit reporting termination of absence, and number and date of the unit diary on which the termination of absence was reported. Examples:

"960206. Fr UA(AWOL) at 0901, 960205 when the Marine surr at this org. Termination of abs rpt by RUC 54031 on UD 00033 dtd 960206."

"960207. Fr UA(AWOL) at 0900, 960206 surr to J. J. Jones, Sheriff, King County, 221 Market Street, Seattle, WA, at 0900, 960206, and was del to this org at 1000, 960207." Termination of abs rpt by RUC 54031

on UD 00019 dtd 960207. DD Form 616 published 960207."

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"880206. Fr UA(AWOL) at 1000, 880201 aprnd by RS, LBEACH. Issued orders and trans to rpt to this org NLT 2000, 880205. Termination of abs rpt by RUC 54031 on CD 00022 dtd 880206.

(d) Upon apprehension and/or subsequent conviction by civil authorities of a Marine in a VA/desertion status, record the entry as follows: Hour and date of apprehension, the RUC of the unit reporting the apprehension, and number and date of unit diary on which the IHCA was reported. Example:

"960113. Jd IHCA at 1000, 960112 while in (CA/desertion) status fr 2d MarDiv since 1300, 951015. IHCA rpt by RUC 54031 on CD 00013 dtd 960113."

(e) If a Marine enters a period of absence for which there is a requirement, established in chapter 5 of MCO F5800.8C, to publish a DD Form 553, record the date and the fact the DD Form 553 was published in the entry.

(f) Upon return from a period of absence for which a DD Form 553 was published, publish a DD Form 616 per chapter 5 of MCO P5800.8C. Record the date and the fact the DD Form 616 was published in the appropriate entry.

(4) Desertion

(a) Entry of Mark of Desertion. When a mark of desertion is required by current directives, record it in a narrative style to show date of entry of the mark, type of VA, hour and date VA commenced, RUC of the unit entering the mark, number and date of the unit diary showing that the Marine is dropped from the rolls, and any information which would show intent or lack of intent to desert. Examples:

"960131. CA(AWOL) fr this org since 0801, 960101. Declared deserter this date as of 0801 960101 and dropped fr the rolls of this org on RUC 54031 CD 00029 dtd 960131. DD 553 published this date."

"960302. UA(AWOL) fr this org since 0001, 960131 when failed to rpt in compliance with orders issued by HqBn, HQMC, ARLVA, to rpt to CG, 2d MarDiv, FMF, CamLej, NLT 2400, 960130. Declared a deserter this date as of 0001, 960131 and dropped fr the rolls of this org on RUC 12001 CD 00035 dtd 960302. DD 553 published this date."

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"960204. Fr UA(AWOL) at 1000, 960202 when aprnd by RS, LBEACH. Issued orders and trans to rpt to CO, MCSFCo, MCSFBn, FMF, BRUNS, NLT 2000, 960203. UA(AWOL) since 2001, 960203 failed to rpt in compliance

with those orders. Declared a deserter as of 2001, 960203 and dropped fr the rolls of this org on RUC 53270 UD 00032 dtd 960204."

(b) Administrative Requirements. Complete the following administrative requirements when a Marine enters into a desertion status:

1 Prepare and distribute the DD Form 553 (Notice of Absentee Wanted by the Armed Forces) per LECADMINMAN.

2 Drop the Marine from the rolls of the command per the MCTFSPRIM.

3 Administratively declare the Marine a deserter on pages 3 and 12.

4 Assign conduct/duty proficiency marks on the date preceding the to UA date.

5 Assign conduct/duty proficiency marks of 0 and NA, respectively, with an effective date the same as UA date.

(c) Removal of Marks of Desertion. Only remove marks of desertion under the guidelines set forth in paragraph 5012, MCO P5800.8C. Remove a mark of desertion by recording a counterentry as follows:

"(Date). The mark of desertion under (date) for the absence commencing (date) is hereby removed as erroneous. Authority: (Record the circumstances and authority for the removal of the mark of desertion). DD Form 616 published (date) ." Do not remove the mark of desertion in cases where Marines in a deserter status are apprehended and/or convicted by civil authorities. Exceptions to this policy are in MOO P5800.8, LEGADMINMAN. The finance officer maintaining the Marine's pay account must also be informed (by a copy of the signed DD Form 616) of the removal of the mark of desertion before the Marine can be paid any monies due prior to the Marine's entry into a desertion status. (See the LEGADMINMAN.)

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3. Marine Corps Good Conduct Medal (GCM). The "Good Conduct Medal Period" section is designed for recording the beginning dates of GCM periods. When the actual date of commencement of a GCM period is known; e.g., date of first or recruit enlistment in the Marine Corps, date of first recruit enlistment in the Marine Corps Reserve for immediate assignment to active duty, enlisted reservists assigned to the Active Reserve (AR) program, etc., record the date in this section. When the actual date of commencement is not known due to broken active service, the commander may, after all other efforts to reconstruct a commencement date have been exhausted, request a constructive date of commencement from the CMC (MMMA). (See MCO 1650.19 and SECNAVINST 1650.1.) NOTE: Prior to 27 April 1990, Marines were allowed one NJP during a GCM period before the GCM commencement date changed. Under the old policy, the Marine's GCM date changed with the second NJP and upon each subsequent NJP during the GCM period. On 27 Apr 90, the current policy was instituted.

a. Marine Corps Good Conduct Medal Eligibility Requirements. The GCM

was established on 20 July 1896, to recognize good behavior and faithful service in the Marine Corps. The following are specific eligibility requirements for the GCM which became effective on and after 27 April 1990:

(1) Service

(a) Any 3 years of continuous active service, regardless of expiration or extension of enlistments and any previous or subsequent disciplinary action except as indicated in paragraph 4013.3a(2), for enlisted personnel, Regular or Reserve, including service in temporary warrant or temporary commissioned status, provided such temporary officer reverts to enlisted status. Additionally, if a Marine reenlisted within a period of 90 days from date of discharge, it will not be construed as an interruption of continuous service but the period between the date of discharge and reenlistment will not be counted when reconstructing a GCM commencement date.

(b) For first award only, the GCM may be awarded, provided conduct terms are met, to the next of kin in those cases where a Marine is killed in combat action against an opposing armed force, or in the line of duty where such wounds received in combat action against an opposing armed force, or dies as a direct result of wounds received in combat action against an opposing armed force, or dies in the line of duty where such death was directly related to actions against the enemy.

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(c) For first award only, the GCM is authorized for Marines who are separated from the naval service for physical disability as a result of wounds incurred in combat action against an opposing armed force, or in the line of duty where such wounds resulted directly from action against the enemy, provided conduct requirements are met.

(d) For first award only, the next of kin of Prisoners of War would be eligible to receive the GCM if the Marine's demise occurs while in a POW status, provided it has been determined that conduct while in a POW status was honorable.

(2) Conduct. The GCM is earned for otherwise qualifying service involving no convictions by courts-martial, no NJP under the UCMJ, Art. 15, and no lost time by reason of sickness-misconduct or injury-misconduct. Any conviction by courts-martial, NJP, or time lost due to sickness-misconduct or injury-misconduct, after commencement of a GCM period, invalidates the accumulated time for GCM eligibility. When one of these situations occurs, line out the previous entry (commencement date), and record the date of commencement for a new period of eligibility as follows:

(a) When a Marine is a subject of NJP, record the date the NJP was awarded. As an exception, when NJP is for an offense which occurred within the 3-year period and the NJP is awarded after the expiration of that 3-year period, the award is voided, and the date of the offense becomes the new commencement date for the award.

(b) When the Marine is convicted at a court-martial, record the date of the convening authority's action on all sentences not involving

confinement, or involving confinement that is suspended, as the new commencement date. As an exception, when a court-martial for an offense which occurred within the 3-year period is approved by the convening authority after the expiration of the 3-year period, the award is voided, and the date of the offense becomes the new commencement date for the award.

(c) If an approved court-martial sentence involves confinement (not suspended), make no change in the previous date until the Marine is later released from confinement and restored to duty, at which time record the date of release from confinement as the new commencement date.

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(d) If a new commencement date has been assigned as a result of a convening authority's action on a court-martial where no confinement was adjudged, or confinement served as a result of a court-martial sentence, and the court-martial conviction is subsequently set aside, then line out the new commencement date and restore the old date.

(e) In cases of time lost due to sickness-misconduct or injury-misconduct, record the date of return to duty as the new commencement date.

b. Where the foregoing requirements have been met, but it is evident that the individual is not deserving of this award due to a repeated record of letters of valid indebtedness, conviction by a civil court for a major offense or offenses, or other acts which are not in keeping with the high moral standards required for all Marines, the commanding officer will make appropriate recommendations to the CMC (MMMA) stating the reasons. Once approved by the CMC, the date the last offense or act was committed is the new commencement date for the award.

c. If a Marine is awaiting NJP, under investigation for an offense, or awaiting trial by courts-martial, the commander is authorized to withhold awarding the GCM pending the results of the NJP or the convening authority's action on the court-martial; the commander then takes appropriate action per paragraphs 4011.3a(2) (a) through (e).

d. When a GCM (or star in lieu of another medal) is awarded, record the fact on page 9, and record the new date of commencement as the date following the end of the award period.

4. Selected Marine Corps Reserve Medal (SMCRM) and Armed Forces Reserve Medal (AFRM). The "Selected Marine Corps Reserve Medal" section is designed for recording the commencement dates for the SMCRM and AFRM periods for Reserve enlisted Marines. Revisions of NAVMC 118(12) later than 10-65 contain a specific place for this entry. In SRB's which contain NAVMC 118(12), revision 12-61 or 10-65, use and label the space adjacent to the embossed plate impression "Selected Marine Corps Reserve Medal period Commences" and "Armed Forces Reserve Medal period Commences" for this purpose. The following instructions apply for the appropriate medal:

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a. Selected Marine Corps Reserve Medal Commencement Date. For nonprior service recruits awaiting IADT, the beginning date of IADT is the commencement date. Time spent awaiting IADT shall not count toward the period required for the medal, except portions of such time which are spent in the Category P Training Program and only when drill requirements are met. In the case of Marine Corps reservist with prior service, record the date of joining a SMCR unit as date of commencement of eligibility for the SMCRM.

b. Selected Marine Corps Reserve Medal Eligibility Requirements. Awarded to members of the Marine Corps Reserve who, between 1 July 1925 and 31 December 1995, have fulfilled certain designated service requirements within any 4-year period of service or, on and after to 1 January 1996, have fulfilled certain designated service requirement within any 3-year period of service in the SMCR. The following are specific eligibility requirements for this medal:

(1) Attendance with a Selected Marine Corps Reserve (SMCR) unit to include duty in an Individual Mobilization Augmentee (IMA) billet, at four consecutive annual training (AT) periods during the period 1 July 1925 through 31 December 1995, and at three consecutive annual training (AT) periods on or after 1 January 1996. A period of active duty for training which has been authorized to be performed in lieu of a regular annual training (AT) period will fulfill this requirement.

(2) Effective 24 April 1961 through 31 December 1995, attendance with the SMCR unit, to include duty in an IMA billet, of 90 percent of all scheduled drills each year for 4 consecutive years and, on or after 1 January 1996, for a period of 3 consecutive years. Eligibility for a medal prior to 24 July 1961 is based on 80 percent attendance of all scheduled drills. (Appropriate duty or equivalent instruction-or-duty may be credited in lieu of drills.)

(3) In the case of officers and noncommissioned officers (sergeant or above), it is the responsibility of the commanding officer (or Commanding General, Marine Corps Reserve Support Command (MCRSC)) in the case of IMA's to determine that the individual's service and performance of duty warrant the award. Enlisted personnel in the grade of corporal and below must have obtained for the first 4 year period (24 April 1961 through 31 December 1995) or for the first 3 years commencing

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1 January 1996, a combined average of conduct and proficiency markings of 4.0 or above. For subsequent periods, enlisted personnel must have obtained a combined average of conduct and proficiency markings of 4.5 or above. When it is evident that the individual who otherwise fulfills the eligibility criteria is not deserving of this award because of a repeated record of indebtedness or other acts which are not in keeping with the high moral standards required of all Marines, commanding officers (or the Commanding General, MCRSC in the case of IMA's) will make appropriate recommendations to the CMC (MMMA) stating the reason.

(4) Members of the SMCR, including IMA, when called to active duty in time of war or national emergency may be credited while on active duty with the annual training (AT) and required drill attendance when they have served not less than one month on active duty during each qualification year. Such active service may be credited only for the purpose of qualification for the medal or bronze star toward which the reservist is working at the time of mobilization. When the reservist's 4 or 3 year period (as applicable) is completed, active duty subsequently performed may not be credited toward the issuance of a medal or star. If the period of active duty is of such duration that the reservist is ordered to inactive status prior to completion of the reservist's 4 or 3 year period, as appropriate, the time spent on active duty may be credited toward the award of medal or star, but credit for active duty will not be allowed for any 4 or 3 year period, as appropriate, which began with the reservist on active duty. Once a medal or star is earned after mobilization, the reservist must return to drill and training status in the SMCR (including IMA) before a new qualification period begins.

(5) When a member of the SMCR is unable to attend drills due to absence from the place of drill, or for causes beyond his/her control, exclusive of sickness, the reservist should request a leave of absence for such period, in order that the absence from the regular drill period will not count against the record of attendance for eligibility for the SMCRM.

(6) Retroactive for the period 31 December 1955 through 12 January 1961, the medal will also be awarded to those officers prohibited by the rotation system, due to the lack of billets, from serving in the SMCR (including service as an IMA category A) for a 4 year period, provided they have met the following criteria: completed any continuous 5 anniversary years of satisfactory Federal service in the Marine Corps Reserve

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(including IMA training categories A, B, C, and D) as defined by regulations, which includes a minimum of 2 consecutive years of satisfactory participation as a member of an SMCR unit, or as an IMA category A, during which attendance at the drills and periods of annual field training meets the requirements of subparagraphs 4b(1) through 4b(3).

(7) Any period of qualifying service beginning with SMCR membership interrupted by duty with the Active Reserve (AR) (formerly FTS) Program shall not be considered a break in the said period of 4 or 3, as applicable, consecutive years for eligibility. Furthermore, any such period of active duty may be credited with the annual field training and required drill attendance for the purpose of completing qualification only for the medal or bronze star toward which the reservist was working at the time of active duty in the AR Program.

(8) An enlisted reservist entering AR status must select (1) continuation of the applicable SMCRM period, or (2) to start a new GCM commencement date. Document this selection by an entry on page 11. If the Marine elects to continue the SMCRM period, award the medal or bronze star when the Marine meets requirements. Upon completion of the SMCRM period for which the SMCRM or bronze star is awarded, the Marine will, without further

election, commence eligibility for the GCM. The GCM commencement date will be the day following the ending date for which the SMCRM was awarded.

c. AFRM Commencement Date. For nonprior service recruits awaiting IADT, the date contracted is the commencement date. For prior service Marines the date joined to the Marine Corps Reserve is the commencement date.

d. AFRM Eligibility Requirements. Issued to any officer or enlisted member or former member of the Reserve Components of the Armed Forces who completes or has completed a total of 10 years of honorable satisfactory service under the following conditions:

(1) The required 10 years must have been performed within a period of 12 consecutive years.

(2) Such service shall not include service in a Regular component of the Armed Forces; however, any period of time during which Reserve service is interrupted by service in a Regular component of the Armed Forces (including Naval Academy Midshipman

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service) shall not be considered a break in the said period of 12 consecutive years but will not count as qualified service.

(3) Any period during which Reserve service is interrupted by one or more of the following will be excluded in computing, but will not be considered as a break in the period of 12 years:

(a) During a tenure of office as any State official chosen by the voters of the entire state, territory, or possession.

(b) During tenure of office as a member of the legislative body of the United States or of any state, territory, or possession.

(c) While serving as judge of a court of record of the United States, or of any state, territory, possession, or the District of Columbia.

(4) Service in the Retired Reserve (with or without pay), or on the Inactive Status List shall not count toward eligibility.

(5) U.S. Naval Reserve Midshipmen are not eligible, after 1 July 1950, for the AFRM since they are not in a position to earn 50 retirement points per anniversary year.

(6) Reserve Aviation Cadet time is considered to fulfill the requirements for the AFRM subsequent to 1 July 1950, since such reservists are on active duty and are thus earning the yearly 50 retirement points.

(7) In order to achieve a year of honorable satisfactory service, a reservist must accumulate during each anniversary year of service subsequent to 30 June 1949, a total of at least 50 retirement points. All honorable service prior to 1 July 1949, active or inactive, as a member of a Reserve component of the Armed Forces is qualifying service. The required 50 points

may be accumulated by one of the following methods, or by any combination thereof, and the points will be credited on the basis indicated:

(a) One point for each authorized IDT period in an organized or volunteer unit.

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(b) One point for each period of appropriate duty, or equivalent instruction, or equivalent duty.

(c) One point for each day of training duty, served with or without pay.

(d) One point for each day of active duty.

(e) A varying number of points for completion of each correspondence course.

(f) Fifteen gratuitous points are automatically credited annually to all Marine Corps Reservists by virtue of their membership in the Marine Corps Reserve provided they are not on the Inactive-Status List or the Honorary Retired List of the Marine Corps Reserve.

(8) Marine Corps Reserve personnel who, until 17 December 1965, are eligible to receive the Marine Corps Reserve Ribbon, may at their election be awarded in lieu thereof the AFRM, provided they have met the foregoing requirements; however, both awards shall not be issued for the same period of service.

(9) Marine Corps Reserve personnel serving in an AR billet may continue to count service for the award to which they were qualifying for upon entering in the AR program but may not commence a new period of qualifying service.

e. Criteria for the AFRM and SMCRM are contained in SECNAVINST 1650.1. If a Marine fails to qualify under any of the criteria stated above, line out the previous commencement date, and record the new commencement date as appropriate.

f. Record commencement dates for the SMCRM and AFRM followed by the award number. When the medal or a star (in lieu of 2d and subsequent awards) is awarded, record an entry in the authorized awards section of page 9. Delete the commencement date by drawing a thin-inked line through the recorded date and initial the deletion. Record the date the new qualification period commences above or below the lined-out entry, as appropriate. The new commencement date is the day following the end of the period for which the award was made. If a commencement date cannot be determined, the commander will request a constructive date of commencement from the CMC (MMMA).

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4012. RECORD OF CONVICTION BY COURT-MARTIAL (NAVMC 118(13)); SUPPLEMENTARY RECORD OF CONVICTION BY COURT-MARTIAL (NAVMC 118 (13A)).

1. NAVMC 118(13) and NAVMC 118(13A) are forms that record the history of a court-martial. These can also serve as evidence of a previous conviction when a Marine is to receive a subsequent court-martial.

2. Prepare the Record of Conviction by Court-Martial (NAVMC 118(13)) for each summary, special, and general court-martial. Prepare and distribute the page 13 as follows:

a. General

(1) Prepare in duplicate (both copies must be signed).

(2) Use authorized abbreviations.

(3) If there is insufficient room in any block on the page 13 to enter required information, continue the information on the reverse of the page. Indicate in the block being continued, "Contd on Reverse." On the reverse of the page, indicate "Block____Contd." and enter the appropriate information. If all room on the front and reverse of the page is filled and more information needs to be recorded, use 8 1/2 x 11 inch white bond paper. Enter the Marine's identifying information on the bottom of the continuation sheet. Number the continuation sheet accordingly, i.e., 13-1a, 13-2a, etc. When a continuation sheet is used enter "Contd on Supp Pg" after the page number on the page 13.

(4) Until forwarding the NAVMC 118(13A) to HQMC, both copies should be filed in the SRB.

(5) When action has been taken by proper authority that results in setting aside the findings on all charges and specifications, remove and destroy both copies.

(6) When all or part of the sentence is approved by the convening authority, complete the form and forward the signed duplicate copy to the GMC (MMSB) for filing in the OMPF. Retain the original in the Marine's SRB.

(7) If the court-martial acquits the accused of all

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charges and specifications, then no page 13 or 13A is completed, and the SRB or OQR will contain no indication that the accused's case was referred to a court-martial.

b. Specific Blocks

(1) Reverse Side. Compliance with U.S. Versus Booker, 5 M.J. 238 (CMA 1977) and U.S. Versus McLemore, 10 M.J. 238 (CMA 1981). Before a summary court-martial (SCM) can be considered in aggravation at a subsequent

court-martial, the above cases implies that a written statement is required to show that the accused was given the opportunity to consult with independent counsel prior to accepting trial by SCM, the accused did not exercise the right to refuse trial by SCM, and that acceptance of a trial by GCM does not preclude the command from taking other adverse administrative action against the accused. Compliance may be accomplished by recording an entry on the reverse side of the page 13, signed by the accused, prior to commencement of the trial. The following is an example of an entry which is sufficient for this purpose. Use of a rubber stamp is authorized.

"(Date). I certify I have been given the opportunity to consult with a lawyer, provided by the government at no cost to me, in regard to a pending SCM for violation of Article(s) _____ of the UCMJ. I understand I have the right to refuse that SCM; I (do) (do not) choose to exercise that right. I further understand that acceptance of trial by SCM does not preclude my command from taking other adverse administrative action against me. I (will) (will not) be represented by a civilian/military lawyer. Signature of Marine."

(2) Block 1. Give the complete organizational unit address of the accused (including ZIP code)

(3) Block 2. Place an "x" in the block reflecting the type of court-martial by which the accused was tried. For date of trial, reflect the date the sentence was adjudged.

(4) Block 3. State each charge and describe each specification in sufficient detail to show date and place of commission, and nature and seriousness of offense alleged. The mere statement, "Viol of Art. 86" is not adequate. For example, in case of UA offenses, show the inclusive dates of absence; in the case of disobedience of orders, include the gist of the order

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violated so that the seriousness of the offense is indicated. Example: "Chg I-Viol Art 134 UCMJ. SPEC 1. Drunk and disorderly on 960605 in Bremerton, WA. SPEC 2. Dis M16 rifle in bks; MB, NSB, Bangor, Bremerton, WA, on 960605. Chg II-Viol Art 85 UCMJ. SPEC 1., etc." Number charges and specifications as they were numbered on the charge sheet.

(5) Block 4. State the findings of each charge and each specification under each charge. For example, when there is only one charge and specification, the findings would be set out as follows:

"Chg: G; Spec, Chg: G"

When there is more than one charge and specification, the findings would be set out as follows:

"Chg I: G; Spec 1, Chg I: G; Spec 2, Chg I: G;

Chg II: NG; Spec, Chg II: NG;

Chg III: G; Spec 1, Chg III: NG; Spec 2, Chg III:
G; Spec 3, Chg III: NG"

When the accused is found guilty of an offense that is different, or in the case of unauthorized absence, shorter than was alleged in the specification, use this example:

"Chg I: G; Spec 1, Chg I: G-UA (AWOL) fr 790916-791127

Chg II: G; Spec, Chg II: G-except words "in the neck and"
substituting "in the back and"

Chg III: G; Spec 1, Chg III: G; Spec 2, Chg III: G"

(6) Block 4A. Place an "X" in the appropriate block to reflect whether or not the accused was represented by counsel or that representation was waived.

(7) Block 5. State entire sentence briefly. Example: "To forf \$35 per month for 1 month; to be cnfd at hard labor for 1 month." "To be dis with a BCD; to be cnfd at hard labor for 5 months; and to forf \$150 per month for 5 months."

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(8) Block 6. Briefly summarize action taken by, and date of, convening authority's action. Examples: "Approved and ordered executed;" "Appr and ordered executed. Forf of \$150 per mo for 3 mos susp for 6 mos." "Finding on Chg I Spec 1 disappr." "Only so much of the sent as prov for cnft at hard labor for 3 mos, forf of \$150 per mo for 2 mos and Red to E-1 is appr and ordered executed." Examples for sentences that include a BCD are: "Approved." "Sentence is approved and, except for the BCD will be executed." "Only so much of the sentence as provides for a BCD and CHL x 4 months is approved and, except for the BCD, will be executed."

NOTE: Any court-martial sentence which included a punitive discharge or confinement exceeding 90 days (if the sentence is expressed in days) or 3 months (if the sentence is expressed in months) triggers an automatic an automatic reduction to private first class unless the convening authority suspends or remits this automatic reduction. Block 6 must reflect the convening authority's action concerning the automatic reduction.

(9) Block 7. When a court-martial sentence, as approved by the convening authority, includes forfeiture or detention of pay, fine, or reduction in grade, enter date and number of the unit diary by which the disbursing officer is notified.

(10) Block 8. Type the name of the individual signing the page 13.

(11) Block 9. Type the grade of the individual signing the page 13; e.g., Col, LtCol, etc.

(12) Block 10. Insert the title of the commanding officer or officer authorized to sign "by direction" of the commanding officer in this block, along with the complete identity of the organization.

(13) Blocks 11-15 on the NAVMC 118(13) (Rev. 8-74). Under MCM, 1995, these blocks are left blank.

(14) Insert accused's last name, first name, initial, and SSN; as indicated.

(15) Numbering of Pages. Insert the number "1" in the block provided at the bottom of the page alongside 13, for the

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first conviction by court-martial. Number subsequent pages prepared to record convictions by court-martial consecutively; i.e., place the number "2" in the block to indicate the second conviction, and so on. See paragraph 4012.2a(3) for additional requirements when using a continuation sheet.

3. When subsequent action is taken on an SCM or SPCM sentence by the convening authority, wherein the sentence did not include an approved bad conduct discharge, prepare an original and duplicate page 13A, as follows:

a. complete blocks 1 and 2 by inserting the accused's organization at the time of the original trial (same as page 13). Insert in block 2 the type of court-martial and the date of the trial (same as page 13).

b. Block 6. If the convening authority has taken a subsequent action, immediately after the word "ACTION:" in block 6, insert the word "Supplemental," the date, and briefly state the subsequent action. Example: "The sent as susp on (date of action suspending sentence) is vacated. Unexecuted portion of sent to cnft at hard labor for 2 mos, forf of \$100 per mo for 2 mos and reduction to E-1 ordered executed." "Unexecuted sentence remitted this date," "Cnft unexecuted as of date of this action susp for 6 months."

c. Blocks 7, 8, 9, and 10, Complete same as page 13.

d. Numbering. Number the page the same as the original page 13 to which the case relates and immediately to the right of the block insert "a." Example: If the original page 13 conviction record numbered "13 1", number the subsequent page "13 1 a." See paragraph 4012.2a(3) when required to use the continuation sheet.

4. Prepare the supplementary record of conviction by court-martial (NAVMC 118(13A)) in all cases in conviction by general court-martial, and in those cases involving conviction by SPCM where an approved bad conduct discharge (whether or not suspended) is included as part of the sentence. Prepare and distribute the page 13A per the following:

a. General

- (1) Prepare in duplicate.
- (2) Use authorized abbreviations.

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(3) If there is insufficient room in any block on the page 13A to enter required information, continue the information on the reverse of the page. Indicate in the block being continued, "Contd on Reverse." On the reverse of the page, indicate "Block Contd:" and enter the appropriate information. If all room on the front and reverse of the page is filled, and more information needs to be recorded, use 8 1/2 x 11 inch white bond paper. Enter the Marine's identifying information on the bottom of the continuation sheet. Number the continuation sheet accordingly, i.e., 13-1a, 13-2a, etc. When a continuation sheet is used enter "Contd on Supp Pg" after the page number on the page 13A.

- (4) Initially, file both copies in the SRB.

(5) Prepare portions of the page as soon as practicable after receipt of the information. For example, complete as much of the page as possible upon receipt of a Navy-Marine Corps Court of Criminal Appeals decision.

(6) When review of higher authority results in setting aside the findings on all charges and specifications, remove and destroy the original and duplicate of NAVMC 118(13A) together with the original of the record of conviction by court-martial.

(7) Upon completion of all items, forward signed duplicate to the GMC (MMSB) for filing in the OMPF. If the signed duplicate is not a carbon copy of the original, it should be marked "Duplicate Copy."

b. specific Blocks. Items not covered are considered self-explanatory.

(1) Block 3. Briefly summarize action taken by board of review. Record in space provided the date of the Navy-Marine Corps Court of Criminal Appeals action. In those cases not reviewed by board of review, insert the word "None."

(2) Block 4. Insert date the accused receipted for the Navy-Marine Corps Court of Criminal Appeals decision.

(3) Block 5. Briefly summarize action taken by the SecNav or Judge Advocate General. Insert in space provided the date such action was taken. If no action is taken by the SecNav or the Judge Advocate General, insert the word "None."

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- (4) Block 6. Enter date the certificate of attempted service is

executed in cases where the accused was absent from the place of duty, and delivery of the Navy-Marine Corps Court of Criminal Appeals decision and action of the Judge Advocate General is impossible.

(5) Block 8. Enter final date by which accused may petition the Court of Appeals for the Armed Forces grant of review.

(6) Blocks 11 and 16. Enter title and organization of officer authorized to sign. Signatures shall be those of the commander or an officer duly designated by the commander, in which case the entry will be signed by direction.

(7) Block 13. Briefly summarize action taken by Court of Military Appeals. Insert in space provided the date of the court's decision.

(8) Numbering of Pages. The number inserted in the block opposite the number 13A will be the same number given the page 13 to which the supplementary record refers.

5. If, after approval by proper authority, a change in the sentence is made by the same or other proper authority and the page 13 or 13A previously executed does not reflect the true status of the case, prepare an additional page 13 or 13A, as appropriate.

a. Contents. This additional page will contain in the appropriate blocks or spaces the following information: the type of court, date of trial, date of new action, authority taking new action; e.g., convening authority, Judge Advocate General (Court of Criminal Appeals), Court of Appeals for the Armed Forces or Clemency Board/SecNav, summary of new action, and authenticating signature with title and organization of the convicted Marine's commanding officer or an officer duly designated by the commander. In the latter event, the entry to be signed "Bydir". Enter complete identifying information of the convicted Marine to include name, SSN, and grade at the time of the entry and designate this as an additional page by recording the word "Additional" at the bottom of the page under the figure 13 or 13A."

b. Execution. If a page 13 or 13A has not been previously

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accomplished concerning the conviction and/or actions concerned, all actions should be briefly summarized in the initial preparation of the appropriate page.

4013. RECORD CF EMERGENCY DATA (RED)

1. Purpose. The RED provides a current official and legally binding record of relatives, beneficiaries and emergency information on each Marine to be used to make casualty notification and to adjudicate claims for various death benefits, specifically, the RED provides the following:

a. A current record of the names, addresses, telephone numbers, and

directions to the residence of persons to be notified in case of an emergency.

b. A current record of persons related to the Marine who may be entitled to death benefits as prescribed by law (SGLI, disposition of remains, shipment of personal effects, etc.). This includes the current spouse, all children (regardless of age, or dependency), parents (natural, adopted, step, etc.), guardians of minor children, persons acting in loco parentis to the Marine, and others as designated.

c. Specific beneficiary(ies) designated to receive death gratuity in the event the Marine is not survived by a lawful spouse or child.

d. Specific beneficiary(ies) designated to receive unpaid pay and allowances, any amounts due for unused leave, or any other monies due from the Department of the Navy which are unpaid at the time of the Marine's death.

e. Specific beneficiary(ies) designated to receive Servicemen's Group Life Insurance (SGLI) and the method of payment.

f. Names of insurance companies to be notified in the event of a Marine's death. The CMC (MR) will notify companies listed.

g. A current record of persons not to be notified due to ill health in the event a Marine enters a casualty status.

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2. Computer-Generated RED's

a. The RED is automated in the Marine Corps Total Force System (MCTFS) and Automated Recruit Management System (ARMS) Report the information for the RED via unit diary entry as prescribed in MCC P1080.40, paragraph 5126, (MCTFSPRIM). Audit, correct, certify, and print new RED's as required in paragraph MCO P1080.40, paragraph 9105, (MCTFSPRIM).

b. Audit the RED on the following occasions:

(1) During the joining process at the unit. Audit the previously signed and verified RED contained in the field service record and report changes on the same unit diary as the join entry.

(2) Annually, during the month that corresponds to the last digit of the Marine's SSN. If the printed RED in the service record contains pen changes, print a new RED prior to audit by the individual Marine.

(3) Within 30 days of deployment and within 30 days following return from deployment. If the printed RED in the service record contains pen changes, print a new RED prior to audit by the individual Marine.

(4) Upon transfer or detachment for TAD in excess of 30 days.

(5) When the Marine requests changes to the RED.

(6) Upon retirement, transfer to the FMCR, or separation from the Marine Corps or Marine Corps Reserve. The RED address and current address, as applicable, is entered on the DD Form 214 prior to issuance to the separating Marine by the issuing command.

c. All signatures on the RED will use the first name, middle initial, last name format.

d. Retain only the most recent signed and witnessed RED as a standard page in the field service record per paragraphs 3001.2b(6) and 4001.2b.

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3. NAVMC 10526/DD Form 93

a. NAVMC 10526/DO Form 93's previously prepared remain valid until a change in RED information occurs. When a change is reported, print a computer-generated RED.

b. Input RED information for newly retired Marines and for reservists into MCTFS, as appropriate.

c. RED information for newly joined enlisted/appointed Marines pending assignment to active duty or to an SMCR unit may be collected on the DO Form 93 or on locally produced forms. The DD Form 93 and/or locally produced RED may serve as an interim RED until a computer-generated RED is produced.

d. A locally produced form, which contains all pertinent RED information, may be utilized for candidates in training (not to be directly commissioned upon completion of training); i.e., Platoon Leader's Class, Naval Reserve Officer Training Corps. Entries may be handwritten (printed legibly) in ink. The form will be signed and witnessed per MCO P1080.40, MCTFS PRIM. This form will be completed and maintained by candidate administration. Candidates who are commissioned upon completion of Officer Candidates School (OCS) and report directly to The Basic School will have RED information entered via unit diary by candidate administration at OCS.

4. Detailed instruction on the reporting of information into the RED data base are in MCO P1080.40, MCTFS PRIM. Figure 4-5 is a sample of a computer-generated RED.

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RECORD OF EMERGENCY DATA

SSN: 123456789 NAME: MARINE HENRY ALFONSO

RUC: XXXXX CMPNY CODE: XXXX PLT CODE: XXXX GRADE: SGT COMP CODE: XX

SPOUSE NAME/ADDRESS
MARY A MARINE
5749 CAROLINA ST
JACKSONVILLE, NC 28542

CHILD NR/NAME/DOB/ADDRESS (ADDRESS SAME AS SPOUSE)
1 JENNIFER M MARINE (901226)
2 MICHAEL G MARINE (920612)
3 KATHLEEN M MARINE (940417)

GUARDIAN NR/NAME/PHONE/RELATION/ADDRESS
1 DOROTHEA M MARINE (GM) (444) 555-1212 SAME AS FATHER ADDRESS

FATHER/MOTHER NAME/ADDRESS
1 EDWARD O MARINE 32 EUSTIS STREET
CAMBRIDGE, MA 02178
DOROTHEA M MARINE SAME AS FATHER ADDRESS

DEATH GRATUITY BENEFICIARY(IES) NR/NAME/RELATION/PCT/ADDRESS
1 DOROTHEA M MARINE (M) SAME AS ABOVE

PAY ARREARS BENEFICIARY(IES) NR/NAME/RELATION/PCT/ADDRESS
1 MARY A MARINE (W) SAME AS ABOVE

DO NOT NOTIFY DUE TO ILL HEALTH STREET ADDRESS/CITY/STATE
1 NONE

INSURANCE COMPANY(IES) NR/NAME/POLICY NUMBER
1 NONE

PRIMARY NEXT OF KIN TELEPHONE NUMBER/RELATIONSHIP
1 (222)123-4567/W

PRIMARY NEXT OF KIN DIRECTIONS

SGLI INFORMATION ELECTION ELECTS \$200.000 COVERAGE
BENEFICIARY SPOUSE
PAY DESIGNATION LUMP SUM
DATE 19961201

MEMBERS CERTIFICATION.....RPTD ON UD NUMBER.....

WITNESS CERTIFICATION.....DATE CERTIFIED.....

Figure 4-1 --Example of a Record of Emergency Data

1. File the SGLI election form on the right side of the SRB/OQR immediately following the RED.
2. Dispose of copies as directed in MCO P1741.8, Government Life Insurance Manual. For purposes of clarity, the following instructions apply:
 - a. Original - This page is numbered 1 and is identified as "MEMBER'S OFFICIAL PERSONNEL FILE." Insert in Marines' SRB/OQR.
 - b. Second copy - This page is numbered 2 and is identified as "TO MEMBER". Give this copy to Marine concerned.
 - c. Third copy - This page is numbered 3 and is identified as "UNIFORMED SERVICES COPY." Forward to the GMC (MMSB).
3. If the SGLI form on file is not dated during the current period of continuous service, complete a new form. There is no requirement to redo the SGLI form upon immediate reenlistment unless the Marine previously declined or elected reduced SGLI coverage, in which case a new form must be effected.
4. MCO P1741.8 and MCO P5000.14 provide the definition and administrative procedures to follow when the Marine elects an "unusual" beneficiary.

4015. PERMANENT RECORD OF ENLISTMENT FLIGHT TIME (OPNAV FORM 1326/2)

1. Open a OPNAV FORM 1326/2, Enlisted Flight Training and Operational Log, for each enlisted Marine issued flight orders involving operational or training flights as a crewmember or noncrewmember. This form is a history of the unit, aircraft model, flight time, training received, and capacity of the crew or noncrewmember. The source of data logged on this form is maintained by the operations section of the aircraft reporting custodian where flights are performed. Therefore, for ease in handling and accuracy in maintenance, the operations section will maintain the OPNAV 1326/2. Upon transfer of the Marine close out

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and return the OPNAV 1326/2 to the SRB. If the parent command of the Marine is different from the aircraft reporting custodian where flights are performed, retain the OPNAV 1326/2 in the SRB. In this case, operations personnel will maintain Enlisted Flight Time Credit Transmittal (OPNAV 1326/1) and will forward totaled reports monthly to the Marine's administrative command. Place any NAVMC 118(22), which have a previously recorded entry, beneath OPNAV Form 1326/2.

2. Enlisted crewmembers are defined as: "enlisted Marines who are involved in frequent and regular performance of aerial flight and who are performing flight duties which relate to the actual operation of the aircraft or directly contribute to the inflight operation/maintenance of associated equipment in the aircraft." By this definition, the following categories of Marines are included:

- a. Aircraft flight engineers.

- b. Airborne radio operators.
- c. Crew chiefs and assistant crew chiefs.
- d. Instructors whose duties require that they give inflight instruction as part of a formal school curriculum.
- e. Marines assigned to airborne command posts.
- f. Helicopter machine gunners.
- g. NATOPS inspectors-instructors.

3. Enlisted noncrewmembers are defined as: "enlisted Marines who are required to perform duty involving frequent and regular participation in aerial flight, but who are not performing flight duties which relate to the actual operation of the aircraft or directly contribute to the inflight operation/maintenance of associated equipment in the aircraft." By this definition, the following categories of Marines are included:

- a. Enlisted Marines under instruction in an established school or course in which airborne instruction is part of the curriculum and which clearly contributes to the technical knowledge of the trainee.

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- b. Enlisted Marines participating in a prescribed course of instruction to qualify them as crew chiefs and assistant crew chiefs in the aircraft of the squadron to which they are assigned.

c. Enlisted Marines whose duties require frequent and regular participation in aerial flight for such purposes as installation, test, research, or evaluation of airborne technical equipment that cannot be performed by a Marine already in receipt of flight orders.

- d. Enlisted Marines participating in a prescribed course of instruction to qualify them as helicopter machine gunners.

e. Enlisted Marines whose duties require regular and frequent participation in aerial flight for special purposes, which cannot be performed by a Marine already in receipt of flight orders.

4. Record the data on the OPNAV 1326/1 as follows:

- a. Item 1. Name: Enter last name, first name, middle initial.
- b. Item 2. Service Number: Enter SSN.
- c. Item 3. Rate: Enter grade/rank per MCO P1080.20, MCTFSCODESMAN.
- d. Item 4. Reason for Flight: Using OPNAVINST 3710.7, enter a code which reflects the mission of the aircraft.

e. Item 5. Total Flying Time: Enter number of hours flown as a crewmember or noncrewmember.

f. Item 6. Unit to Which Attached: Self-explanatory.

g. Item 7. Date of Flight: Self-explanatory.

h. Item 8. A/C Type: Enter the model of aircraft.

i. Item 9. Bureau Number: Enter the aircraft serial number.

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5. Record the data in the OPNAV 1326/2, Enlisted Flight Training and operational Log, as follows:

a. Item 1. Date: self-explanatory.

b. Item 2. Aircraft: Enter model and serial number of aircraft.

c. Item 3. Flight Time: Enter number of hours flown as a crewmember or noncrewmember.

d. Item 4. Training Received: Check the appropriate block to indicate the duties performed or instruction received while in flight.

e. Item 5. Entered by Log Yeoman: The recording clerk will initial this block.

f. Item 6. Certified By: self-explanatory.

g. Item 7. Audited/Reviewed By: self-explanatory.

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CHAPTER 5

AUDIT OF RECORDS

	PARAGRAPH	PAGE
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MONTHLY CHECK OF SERVICE RECORDS ON HAND.	5002	5-7

FIGURE

5-1 SAMPLE VA/DESERTER SRB AUDIT CHECKLIST. 5-8

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CHAPTER 5

AUDIT OF RECORDS

5000. PERIODIC AUDITS OF INDIVIDUAL COMPUTER AND SERVICE RECORDS

1. Requirements. Audit the records of all Marines periodically per the instructions in this chapter.

2. Purpose. To ensure records of personnel are accurate, complete, current, and in consonance with information maintained in the MCTFS data bases.

3. Responsibility. The reporting unit commander is directly responsible for timely and effective accomplishment of the audits required by this chapter and MCO P1080.40, MCTFSPRIM. Toward this end, the reporting unit commander shall designate an officer, SNCO, responsible NCO, or a GS-4 or above in writing, to assist Marines in verifying that information recorded in various records is compatible and correct. In addition, the reporting unit commander shall ensure that:

a. Corrective action is taken regarding all discrepancies.

b. Unit diary information which requires the transfer of data to the service record is accomplished in a timely manner. During audits, screen the document side of the service record to ensure removal of extraneous papers.

4. Scope

a. For Marines on active duty or in the SMCR, conduct the audit in the presence of the individual. This audit will include inspection and the corrective action necessary to ensure accuracy, currency, and completeness of the below-listed items:

(1) SRB/OQR (to include RED)

(2) BIR/BTR or RBIR/RBTR

(3) LES

(4) Health Records

(5) Other local records containing personnel information.

b. In addition, accomplish the following during the screening of service records:

(1) Ensure that the SGLI Election Form (SGLV - 8286) reflects the current intent of the Marine.

(2) Make appropriate disposition of extraneous or misfiled documents.

(3) Verify completion of all required entries and actions, such as assignments of conduct and duty proficiency markings, articles of UCMJ explained, etc.

(4) Ensure that a RED is on file in the service record.

5. Occasions for Audit. Audit the records of all Marines on the following occasions:

a. Accomplish BIR/BTR or RBIR/RBTR, and Inconsistent Conditions Report (ICR) (regular establishment) auditing per MCO P1080.40, MCTFSPRIM.

b. Audit service records for members of the SMCR during their anniversary month per MCO P1001R.1, MCRAMM.

c. Audit service records in conjunction with the join BIR/BTR audit whenever the Marine is joined chargeable or attached for duty under instruction (DUINS) in excess of 20 weeks by a reporting unit of the Regular Establishment. Marines attending a formal school, when properly joined, are in a nonchargeable status and therefore exempt from the audit requirement (see paragraph 5000.6b).

d. Audit service records in conjunction with the annual LES audit.

e. Whenever the commander considers that an additional audit is necessary.

6. Audit Waived. Audit of records may be waived for:

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a. Marines undergoing recruit training and officer candidate training.

b. Marines joined from recruit training for TEMINS (entry level school) of less than 20 weeks. Marines attending formal schools (other than entry level) in excess of 20 weeks will complete the join audit requirements.

c. Marines serving in a combat area if in the opinion of the commanding general such an audit would interfere with combat efficiency.

7. Correction of Service Records. Correct errors noted in the service

records, with the exception of those referenced below, per the instructions in paragraph 4001.4.

a. The Appointment Acceptance and Record (NAVMC 763) contains information regarding an officer at the time of initial appointment or reappointment. If items 1, 2, 3, 6, 9, 9A, 10, 11 (item 11 need not be corrected if item is blank), 14, 14A, 15, are determined to be incorrect, authority and responsibility to make the corrections rests with the unit commander. In such cases, except for officers attending The Basic School (TBS), forward a report of action taken with an affidavit substantiating the error to the CMC (MMSB-10). While an officer is attending TBS, submit all reports of and requests for corrections to the NAVMC 763 to the CMC (MCRC). Report noted discrepancies in following items to the CMC, as indicated, for resolution.

ITEMS	CMC CODE
4, 17, and 21	MMSB-10
4, 17, and 21 (While attending TBS)	MCRC
5, Sa, 5b, 7, 8, 12, 12a, 13, 16, 16a, 18, 18a, 19, 20, 20a, 20b, and 22	MCRC

NOTE If Item 4, Home of Record does not contain the county, there is no need to enter this information or request correction.

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b. The Enlistment/Reenlistment Document--Armed Forces of the United States (DD Form 4) (1 Jun 78) contains information regarding the Marine at the time of enlistment into the Marine Corps. When any document item is determined to be incorrect, except items 7, 20, 26, 41, 49, and 54 of DD Form 4 (1 Feb 70); items 3, 5, 10, and 21 of DD Form 4 (1 Jun 75); items 3, 5, 10, 16 of DD form 4 (1 Jun 78) and DD Form 4 (1 Jun 82); or items 3, 5, 8, and 18b, of DD Form 4 (1 Feb 84/1 May 85) authority and responsibility to make the correction rests with unit commander. When correction is required, report action taken with an affidavit substantiating the error to the CMC (MMSB-10). Report noted discrepancies in those items listed above to the CMC (MMSB-10) for resolution. Prior approval of the CMC (MMSB-10) is required before correcting an erroneous home of record on the enlistment contract or appointment acceptance and record. See MCO P1080.40, MCTFSPRIM. In those cases where the DD Form 4 was not completed in a natural capitalization format by a previous command, take no action to correct the format.

8. Late Entries. If, during the audit process, it is discovered that a required entry was not accomplished in the service record prior to a subsequent entry being made, make the required entry in the next available space on the affected page. An asterisk (*) will precede the entry and the notation "*Late Entry" entered at the bottom of the page to indicate that

the entry is out of chronological order.

9. Health Records. Whenever practical, verification of information in the medical and dental records shall be conducted in conjunction with that of the service record and pay record or coincident with required annual special duty physical examinations (aviation, parachuting, etc.). The medical officer/representative maintaining the records will correct identified errors.

5001. INDIVIDUAL READY RESERVE (IRR) OR MEMBERS OF THE STANDBY RESERVE. For members of the IRR or Standby Reserve, not on active duty, the screening questionnaire, which is an enclosure to current Marine Corps orders on screening the SMCR, will suffice for audit purposes. (See MCO P1080.40, MCTFSPRIM and MCO P1001R.1, MCRAMM.)

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5002. MONTHLY CHECK OF SERVICE RECORDS

1. Commanders are still responsible to ensure service record accountability at all times. To assist commanders in the responsibility, a locally produced roster of personnel may be used. Locally produced rosters are not required to be maintained for inspection purpose.

a. Units will take prompt action to locate missing records and will make appropriate disposition of records on Marines who are no longer joined or attached.

b. Unit Diary System (UDS) users may generate a personnel roster using the first TRECON received for the month for purposes of an accountability audit.

c. On-Line Diary System (OLDS) users may generate a personnel roster via the VEF1200 using a NATURAL programming language for the purposes of an accountability audit.

2. Disposition instructions for Marines declared deserters are located in chapter 4 of this Manual. On the 31st day of absence, conduct an audit of the service record to ensure all required entries and administrative actions have been accomplished. Figure 5-1 may be used for the purposes of this audit. MCO P5800.8 also applies.

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UA/DESERTER SRB AUDIT CHECKLIST

Page 3

_____ To UA entry recorded?
Ref: MCO P1070.12J, par 4006.5c.

_____	Correct date used for to UA entry? Ref: MCO P108040, par 5160.
_____	Dropped declared deserter entry recorded? Ref: MCO P1070.12J. 4007.
_____	Correct date used in declaring the Marine a deserter? Ref: MCO P108040, par 4400.
ROS:	
_____	Conduct/duty proficiency marks assigned on the date preceding the To UA date? Ref: MCO 1070.12J, Table 4-3, Rules 11 and 12.
_____	Conduct/proficiency marks of 0 and NA, respectively, assigned with an effective date the sane as the TO UA date? Ref: MCO P1070.12J, Table 4-3, Rules 11 and 12.
Page 12	
_____	To UA entry recorded? Reef: MCO P1070.12J, par 4013.2b(3)
_____	Drop declared deserter entry recorded? Ref: MCO P1070.12J, par 4013.2b(4).
_____	Correct date used in declaring the Marine a deserter? Ref: MCO P1080.40, par 4400.
Miscellaneous:	
_____	Signed copy of the DO Form 553 (Notice of Absentee Wanted by the Armed Forces) filled on the document side of the service record? Ref: MCO P5800.8c, par 5002.2d
_____	Copy of 10 day letter/Next of Kin Letter fled on the document side of the service record? Ref: MCO P5800.8c, par 5001.5
_____	Health and Dental Record (to accompany the service record)? Ref: Manual of the Medical Department (MANMED), Chap 16, Sec 3, MCO P1070.12J, Table 4-1, Part I, Rule 22, Note land MCO P5800.8C, par 2d.
_____	NAVMC 10154 (Personal Effects Inventory Form) placed on the document side of the service record? Ref: MCO P5040.38B, Chapters 4 and g.
NAME: _____ Grade: _____ Date: _____	

Figure 5-1.- Sample UA/Deserter Audit Checklist

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CHAPTER 6

ABBREVIATIONS AND ACRONYMS

	PARAGRAPH	PAGE
GENERAL	6000	6-3
ABBREVIATIONS AND ACRONYMS IN RECORDKEEPING, MANPOWER MANAGEMENT SYSTEMS, AND TRANSFER ORDERS.	6001	6-3
ABBREVIATIONS AND ACRONYMS IN CORRESPONDENCE, MESSAGES, AND DIRECTIVES	6002	6-3
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CHAPTER 6

ABBREVIATIONS AND ACRONYMS

6000. GENERAL. Abbreviations and acronyms are used primarily to save space and time, but their use must be limited and kept within the confines of assured intelligibility.

6001. ABBREVIATIONS AND ACRONYMS IN RECORDKEEPING, MANPOWER MANAGEMENT SYSTEMS, AND TRANSFER ORDERS

1. Abbreviations and acronyms listed in this chapter are authorized for Marine Corps recordkeeping, manpower management systems, and transfer orders. The list of abbreviations and acronyms in paragraph 7002.10 is not all-inclusive of abbreviations or acronyms used in all manpower systems.

2. Do not use those abbreviations or phrase equivalents preceded by the asterisk (*) alone. Use those abbreviations or phrase equivalents only in compound abbreviations.

3. Submit recommendations for additions, changes, and/or deletions to this list to the CMC (MIFD).

4. Listing certain abbreviations in lower case does not preclude their capitalization when common usage so dictates; however, use those partially or fully capitalized as listed. As an exception, organizational/unit addresses/titles entered in the service record may be typed using either normal

capitalization or all upper case typeface, as shown in paragraph 4006.2 or figure 4-1.

5. When preparing unit diaries, use abbreviations and acronyms as depicted in the sample entries provided in the MCTFSPRIM. Use abbreviations or acronyms in other manpower management systems as directed in the system's users manual.

6002. ABBREVIATIONS AND ACRONYMS IN CORRESPONDENCE, MESSAGES, AND DIRECTIVES

1. Use abbreviations and acronyms in correspondence and messages per this Manual, SECNAVINST 5216.5, the U.S. Government Printing Office Style Manual, NTP-3 and the U.S. Navy Plain Language

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Address Directory (USN PLAD 1). Use abbreviations and acronyms in directives per this Manual and the U.S. Government Printing Office Style Manual. JCS Pub 1, Department of Defense Dictionary of Military and Associated Terms, should be consulted for usage and definition of military terms.

2. Well-recognized abbreviations or acronyms which definitely fall into one of the following categories may be used in the preparation of correspondence, messages, and directives when they will serve a useful purpose:

- a. Abbreviations for points of the compass and map coordinates
- b. Authorized model designations and symbols for common types of aircraft, ships, or vehicles.
- c. Abbreviations commonly used for geographical locations and standard English dictionary abbreviations.
- d. Other technical abbreviations or acronyms customarily used by the specialists and technicians when communicating with activities or persons in the same field as that of the originator, and to no others.

3. Abbreviations and acronyms other than those outlined in paragraph 6002.10 may be used in the text of correspondence, messages, and directives, after they have been initially spelled out and identified in each item of correspondence, message, and directive. For example, ICAO could be used in a letter, but only if that letter's first reference to the organization read: International/Civil Aviation Organization (ICAO).

4. In naval correspondence and directives, use a period after abbreviations that are complete words in themselves; e.g., amend., art., par., fig., etc. Do not use punctuation after an abbreviation when preparing naval messages and AA Forms.

5. Abbreviations, acronyms and short titles which have, through years of joint usage, become self-evident, unequivocal, and universally known, are acceptable for joint use within and among the Services. Do not use an abbreviation or acronym if there is any doubt that it will be easily and

readily understood. Such abbreviations or acronyms peculiar to the U.S. Navy and U.S. Marine Corps may be used under the same conditions, but only

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within the Department of the Navy.

6. The use of abbreviations and acronyms is at all times governed by the principle of immediate comprehension. Do not use abbreviations or acronyms in correspondence, messages, and directives unless the originator can reasonably assume that the meaning of the abbreviation or acronym is immediately clear to the addressee.

7. The policy for the use of abbreviations and acronyms prescribed for joint use is identical to that prescribed for Navy and Marine Corps use. Drafters and originators of correspondence or messages will use the principles of usage set forth above, when addressing material to the other U.S. services.

8. The foregoing policy does not preclude the use of abbreviations or acronyms in correspondence, messages, and directives but prescribes judicious employment of them.

9. The list of abbreviations, acronyms, and phrase equivalents in this chapter may be used as a guide in conforming with Navy policy.

10. Lists of Acronyms and Abbreviations

a. Commonly used Words, Acronyms and Their Combinations

ABBREVIATION	abbr
ABOARD.....	abd
ABOUT.....	abt
ABSENCE-ABSENT.....	abs
ABSENT/ABSENCE WITHOUT/OVER LEAVE/LIBERTY.....	AWOL
ACADEMIC-ACADEMY.....	acad
ACCEPT -ED.....	acc
ACCESSOR IDENTIFICATION.....	ACID
ACCESSORY.....	accy
ACCIDENT.....	acdt
ACCIDENTAL INJURIES.....	acci
ACCOMMODATE.....	accom
ACCOMPANY.....	acmp
ACCOMPLISH.....	accomp
ACCORD -INC -ANCE -INGLY.....	acd
ACCOUNT -ING -S.....	acct
ACCOUNTS CLOSED.....	a/c
ACCRUED LEAVE.....	aclv

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ACCUMULATED DEPLOYED TIME..... ADT

ACHIEVE -D -MENT.....	achv
ACKNOWLEDGE -D -MENT.....	ack
ACQUISITION -S.....	aqn
ACQUITTAL - ACQUITTED.....	acq
ACT -INC -IVE -ION.....	act
ACTIVATE -D.....	actd
ACTIVE DUTY.....	AD
ACTIVE DUTY FOR TRAINING (RESERVE ESTABLISHMENT ONLY) ADT	
ACTIVE DUTY FOR SPECIAL WORK.....	ADSW
ACTIVE RESERVE (AR) PROGRAM.....	AR
ACTIVE SERVICE.....	acsvc
ACTIVE STATUS LIST.....	ASL
ACTIVITY.....	acty
ADAPT -ABLE -ABILITY.....	adpt
ADDITION -AL.....	add
ADDITIONAL FLIGHT TRAINING PERIOD.....	AFTP
ADDITIONAL TRAINING PERIOD.....	ATP
ADDRESS.....	addr
ADDRESS INDICATOR GROUP.....	AIG
ADDRESSEE.....	adee
ADJUDICATE -D -ION.....	adju
ADJUTANT.....	Adj
ADMINISTRATIVE.....	admin
ADMINISTRATIVE COMMAND.....	ADCOM
ADMINISTRATIVE CONTROL.....	ADCON
ADMINISTRATIVE/LEGAL SERVICES COURSES	
ADJUTANT COURSE.....	ADJC
ADMINISTRATIVE CLERK COURSE.....	ACC
PERSONNEL OFFICER COURSE.....	POC
ADVANCED LEGAL SERVICES COURSE.....	ALSC
ADVANCED PERSONNEL ADMINISTRATION COURSE.....	APAC
INDEPENDENT DUTY ADMINISTRATION COURSE.....	IDAC
LEGAL SERVICES SPECIALIST COURSE.....	LSSC
NOTEREADER/TRANSCRIBER COURSE.....	NTC
PERSONNEL CLERK COURSE.....	PCC
RESERVE ADMINISTRATION COURSE.....	RAC
SENIOR CLERK COURSE.....	SCC
UNIT DIARY CLERK COURSE.....	UDCC
ADMINISTRATIVE ORDER.....	ADMINORD
ADMINISTRATIVE PLAN.....	ADMINPLAN
ADMONISH -TION.....	admon
ADVANCE -D.....	adv
ADVANCED COMBAT TRAINING.....	ACT
ADVANCED COMMUNICATION OFFICERS COURSE.....	ACDC

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ADVANCED DEGREE PROGRAM.....	ADP
ADVANCED LOGISTICS SUPPORT BASE.....	ALSB
ADVISE AVAILABILITY.....	adaval
ADVISORY FILE.....	ADF
ADVISORY REPORT.....	ADR
ADVOCATE.....	advoc
AERIAL RECONNAISSANCE OFFICER.....	ARO

AFFORD.....	afd
AGGRESSION- AGGRESSIVE- AGGRESSOR.....	aggres
AGREEMENT.....	agr
AGRICULTURAL-AGRICULTURE	agric
AIR CUSHION VEHICLE.....	ACV
AIR DELIVER.....	airdel
AIR FORCE MANUAL.....	AFM
AIR FORCE REGULATIONS.....	AFR
AIR FORCES.....	AF
AIR OFFICER.....	AO
AIR OBSERVER.....	AObsr
AIRBORNE.....	abn
AIRBORNE EARLY WARNING.....	AEW
AIRCRAFT.....	acft
AIRLIFT CONTROL ELEMENT.....	ALCE
ALLIED ADMINISTRATIVE PUBLICATION.....	AAP
ALLIED COMMUNICATIONS PUBLICATION.....	ACP
ALLIED PUBLICATION.....	AP
ALLOCATE.....	aloc
ALLOTMENT.....	alot
ALLOWANCE.....	alw
ALL-PURPOSE LIGHTWEIGHT INDIVIDUAL CARRYING EQUIPMENT.....	ALICE
ALTERNATE.....	alt
ALTERNATE ANNUAL TRAINING.....	ALTAT
AMBULANCE-AMBULATORY-AMBASSADOR.....	Amb
AMERICAN.....	*Am
AMERICAN EMBASSY.....	AmEmb
AMERICAN RED CROSS.....	ARC
AMMUNITION.....	ammo
AMMUNITION SUPPLY POINT.....	ASP
AMOUNT.....	amt
AMPHIBIOUS.....	Phib
AMPHIBIOUS ASSAULT BULK FUEL SYSTEM.....	AABFS
AMPHIBIOUS ASSAULT SHIP.....	LPH
AMPHIBIOUS ASSAULT SHIP (GENERAL PURPOSE).....	LHA
AMPHIBIOUS ASSAULT SHIP (MULTIPURPOSE).....	LHD
AMPHIBIOUS CARGO SHIP.....	LKA

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AMPHIBIOUS LANDING EXERCISE.....	PHIBLEX
AMPHIBIOUS TASK FORCE.....	ATF
ANNUAL RETIREMENT CREDIT REPORT.....	ARCR
ANNUAL TRAINING.....	AT
ANTIAIRCRAFT.....	AA
ANTIAIR WARFARE.....	AAW
ANTITANK; ANTITERRORISM.....	AT
ANTITANK GUIDED MISSILE.....	ATGM
APPLICATION.....	appl
APPREHEND -ED.....	aprnd
APPROPRIATE.....	aprop
APPROPRIATION.....	appn
APPROVE -D.....	appr

APPROXIMATE -LY.....	approx
ARMAMENT.....	armt
ARMED FORCES CLASSIFICATION TEST.....	AFCT
ARMED FORCES QUALIFICATION TEST.....	AFQT
ARMED GUARD.....	ArmGd
ARMED SERVICES VOCATIONAL APTITUDE BATTERY.....	ASVAB
ARMORER.....	Armr
ARMOR-PIERCING.....	AP
ARMY ATTACHE.....	ArmA
ARMY LIAISON OFFICER.....	ArLnO
ARMY POST OFFICE.....	APO
ARMY RADIO CODE TEST.....	ARC
ARRAIGN -ED -MENT.....	argn
ARRANGE -MENT.....	arnng
ARRIVAL - ARRIVE -D.....	arr
ARRIVED CONTINENTAL LIMITS U.S.....	ARRUS
ARTICLE.....	art
ARTILLERY.....	arty
ARTILLERY LIAISON OFFICER.....	ALO
ASSAULT.....	aslt
ASSAULT AMPHIBIOUS VEHICLE.....	AAV
ASSAULT ECHELON.....	AE
ASSAULT FOLLOW-ON ECHELON.....	AFOE
ASSIGN -ED -MENT.....	asg
ASSIGNMENT, CLASSIFICATION, AND TRAVEL SYSTEMS	ACTS
ASSIGNMENT, CLASSIFICATION, AND TRAVEL SYSTEMS MANUAL.....	ACTSMAN
ASSIST.....	asst
ASSISTANT.....	asstn
ASSISTANT CHIEF OF STAFF.....	AC/S
ASSISTANT COMMANDANT OF THE MARINE CORPS.....	ACMC
ASSOCIATE -D.....	assoc

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AS SOON AS POSSIBLE.....	ASAP
ATHLETICS.....	ath
ATLANTIC.....	Lant
ATOMIC WARFARE.....	ATW
ATTACH -ED -MENT.....	att
ATTACK -ED.....	atk
ATTENTION.....	attn
AUDIT - AUDITOR.....	aud
AUGMENT -ATION -ING -ED.....	augm
AUTHORITY-AUTHORIZED-AUTHORIZATION.....	auth
AUTHORITY GRANTED.....	AuthGr
AUTOMATED DATA PROCESSING.....	ADP
AUTOMATED FITNESS REPORT SYSTEM.....	AFRS
AUTOMATED INSPECTION REPORTING SYSTEM.....	AIRS
AUTOMATED ORDER WRITING PROCESS.....	AOWP
AUTOMATED PAY SYSTEMS MANUAL.....	APSM
AUTOMATED RECRUIT DISTRIBUTION PROCESS.....	ARDP
AUTOMATED RECRUIT MANAGEMENT SYSTEM.....	ARMS
AUTOMATIC.....	auto

AUTOMATIC DIGITAL NETWORK.....	AUTODIN
AUTOMOTIVE.....	autmv
AVAILABLE -ILITY.....	aval
AVERAGE.....	avg
AVIATION.....	avn
AVIATION CAREER INCENTIVE PAY.....	ACIP
AVIATION COMBAT ELEMENT.....	ACE
AVIATION COURSES	
BASIC (CLASS A)	
AEROGRAPHER'S MATE.....	AG(A)
AIR TRAFFIC CONTROL CLASS A-1.....	ATC(A)
AVIATION ELECTRICIANS MATE.....	AE(A)
AVIATION FAMILIARIZATION.....	AFAM(A)
AVIATION FIRE CONTROL TECHNICIAN.....	AFC(A)
AVIATION MACHINIST'S MATE J (TURBOJET).....	ADJ(A)
AVIATION ORDNANCEMAN.....	AO(A)
AVIATION STRUCTURAL MECHANIC E (SAFETY EQUIP)	AME(A)
AVIATION STRUCTURAL MECHANIC H (HYDRAULIC).....	AMH(A)
AVIONICS FUNDAMENTALS.....	AFU(A)
ADVANCED (CLASS B)	
AEROGRAPHER'S MATE.....	AG(B)
AVIATION ELECTRICIANS MATE.....	AE(B)
AVIATION MACHINIST'S MATE J (TURBOJET).....	ADJ(B)
AVIATION ORDNANCEMAN.....	AO(B)
AVIATION STRUCTURAL MECHANIC E (SAFETY EQUIP)	AME(B)
AVIATION STRUCTURAL MECHANIC H (HYDRAULIC).....	AMH(B)

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AVIONICS INTERMEDIATE.....	AV(B)
SPECIALIZED (CLASS C)	
AIRCRAFT FIRE FIGHTING AND RESCUE.....	AFFR
MARINE AVIATION OPERATIONS CLERICAL.....	MARAOC(C)
MARINE AVIATION SUPPLY.....	MARAK(C)
SUPERVISION AND MANAGEMENT.....	SUPMGT(C)
OFFICER (CLASS O)	
AIRCRAFT MAINTENANCE.....	A/C(MAINTO)
AIR TRAFFIC CONTROL OFFICER.....	ATCO(O)
ELECTRONICS TECHNICAL OFFICER.....	ELTO(O)
GCA/RATCC ELECTRONICS MAINTENANCE OFFICER.....	GCAELMAO(O)
AVIATION GROUND SUPPORT.....	AGS
AVIATION OFFICER CANDIDATE COURSE.....	AOCC
AVIATION SERVICE ENTRY DATE.....	ASED
AVIATION TRAINING.....	AvnTrng
AWAIT -s -ED.....	awt
AWAITING.....	awtg
AWAITING ACTION HIGHER AUTHORITY.....	AAHA
AWAITING OFFICE HOURS.....	AOH
AWAITING RESULTS OF TRIAL.....	ARTL
AWAITING TRIAL.....	ATL
AWARD -ED.....	awd
BACHELOR OFFICERS QUARTERS.....	BOQ
BACHELOR ENLISTED QUARTERS.....	BEQ
BACKGROUND INVESTIGATION.....	BI

BACK ORDER.....	b/o
BACK ORDER VALIDATION.....	BOV
BAD CONDUCT DISCHARGE.....	BCD
BAGGAGE.....	bag
BALANCE.....	bal
BARRACKS.....	bks
BASIC ALLOWANCE FOR HOUSING.....	BAH
BASIC ALLOWANCE FOR QUARTERS.....	BAQ
BASIC ALLOWANCE FOR SUBSISTENCE; BATTALION AID STATION.....	BAS
BASIC COMMUNICATION OFFICERS COURSE.....	BCOC
BASIC DAILY ROUTINE.....	BDR
BASIC INDIVIDUAL RECORD.....	BIR
BASIC INFANTRY WEAPON.....	BIW
BASIC MAINTENANCE ALLOWANCE.....	BMA
BASIC SKILLS EDUCATION PROGRAM.....	BSEP
BASIC SKILLS TRAINING.....	BST
BASIC TRAINING RECORD.....	BTR
BASIC WARRIOR TRAINING.....	BWT

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BATTLE CASUALTY; BATTLE CENTER.....	BC
BEIRUT VETERAN.....	BVet
BENEFICIARY.....	benef
BESIEGED.....	bes
BETWEEN.....	btwn
BILL OF LADING.....	b/l
BILLET.....	Bil
BOARD OF REVIEW.....	BOR
BOARD OF SURVEY.....	BdSur
BOARD -S.....	Bd
BOARD FOR CORRECTION OF NAVAL RECORDS.....	BCNR
BODY NOT RECOVERED.....	BNR
BOOK.....	bk
BOARD OF INQUIRY.....	BOI
BOOKKEEPING.....	bkkp
BOUNDARY.....	bdry
BRANCH.....	br
BREAD-WATER.....	B&W
BROTHER.....	bro
BROUGHT FORWARD.....	BF
BUILDING.....	bldg
BUREAU.....	Bu
BUREAU CONTROL NUMBER.....	BCN
BUREAU NUMBER.....	BUNO
BUREAU OF NAVAL PERSONNEL INSTRUCTIONS.....	BUPERSINST
BY DIRECTION.....	Bydir
BY NAME ASSIGNMENT (SYSTEM).....	BNA
CALIBER.....	cal
CALENDAR YEAR.....	CY
CAMOUFLAGE.....	camo
CANCELED.....	canc

CANDIDATE.....	cand
CAPACITY.....	cap
CAPTURE -D.....	cptr
CAREER PLANNER -PLANNING.....	CarPlan
CAREER PLANNING MANAGEMENT SYSTEM.....	CPMS
CAREER RETIREMENT CREDIT REPORT.....	CRCR
CARLOAD.....	c/l
CARRY -CARRIED -CARRIER.....	car
CASUAL -TY -TIES.....	cas
CASUALTY ASSISTANCE CALLS OFFICER.....	CACO
CASUALTY REPORT.....	CASREP
CATEGORY.....	cat

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CATHODE RAY TUBE.....	CRT
CEMETERY.....	cem
CENTER.....	ctr
CENTRAL PROCESSING UNIT.....	CPU
CERTIFICATE - CERTIFIED.....	cert
CHANGE.....	ch
CHANGE OF PRIMARY DUTY.....	ChPriDu
CHANGE OF STATUS.....	ChSta
CHAPTER.....	chap
CHARACTER.....	char
CHARGE -D -ABLE.....	chg
CHECK -ED -AGE.....	ck
CHEMICAL.....	cml
CHIEF OF NAVAL OPERATIONS.....	CNO
CHIEF OF NAVAL OPERATIONS INSTRUCTIONS.....	OPNAVINST
CHIEF OF STAFF.....	C/S
CIVIL AUTHORITIES -AUTHORITY.....	CA
CIVIL - CIVILIAN.....	civ
CIVILIAN CLOTHING MAINTENANCE ALLOWANCE.....	CCMA
CIVILIAN HEALTH AND MEDICAL PROGRAM FOR UNIFORMED SERVICES.....	CHAMPUS
CIVILIAN OCCUPATION.....	CivOcc
CIVILIAN PERSONNEL INSTRUCTIONS.....	CPI
CLASS.....	cl
CLASSIFY - CLASSIFICATION - CLASSIFIED.....	clas
CLEARANCE.....	clnc
CLERICAL COMPOSITE SCORE.....	CL
CLERK.....	clk
CLERK TYPIST.....	ClkTyp
CLOSE AIR SUPPORT.....	CAS
CLOSE COMBAT PISTOL COURSE.....	CCPC
CLOSE COMBAT SHOTGUN COURSE.....	CCSC
CLOSE QUARTERS BATTLE.....	CQB
CLOTHING.....	clo
CLOTHING MAINTENANCE/MONETARY ALLOWANCE.....	CMA
CLOTHING REPLACEMENT ALLOWANCE.....	CRA
COLLEGE DEGREE PROGRAM.....	CDP
COLLECT -ING -ION.....	coll
COLLEGE-LEVEL EXAMINATION PROGRAM.....	CLEP

COLON.....	cln
COLUMN.....	colm
COMBAT.....	cbt
COMBAT CARGO OFFICER.....	CCO
COMBAT COMMITTED.....	CbtComitd
COMBAT INFORMATION CENTER.....	CIC

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COMBAT MARKSMANSHIP PROGRAM.....	CMP
COMBAT OPERATIONS CENTER.....	COC
COMBAT OPERATIONS INTELLIGENCE CENTER.....	COIC
COMBAT SERVICE SUPPORT.....	CSS
COMBINED ARMS EXERCISE.....	CAX
COMBINED ARMS REGIMENT.....	CAR
COMMA.....	Cmm
COMMAND.....	cmd
COMMAND AND CONTROL.....	C2
COMMAND, CONTROL, AND COMMUNICATIONS.....	C3
COMMAND, CONTROL, AND COMMUNICATIONS COUNTERMEASURES.....	C3CM
COMMAND, CONTROL, COMMUNICATIONS, AND INTELLIGENCE.....	C3I
COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTER SYSTEMS.....	C4
COMMAND, CONTROL, COMMUNICATIONS, COMPUTER SYSTEMS, AND INTELLIGENCE.....	C4I
COMMAND INSPECTION PROGRAM.....	CIP
COMMANDANT.....	Comdt
COMMANDANT OF THE MARINE CORPS.....	CMC
COMMANDANT'S PLANNING GUIDANCE.....	CPG
COMMAND ELEMENT.....	CE
COMMANDER.....	comdr
COMMANDER IN CHIEF.....	CinC
COMMANDING.....	comdg
COMMANDING GENERAL.....	CG
COMMANDING GENERAL'S INSPECTION PROGRAM.....	CGIP
COMMANDING OFFICER.....	CO
COMMANDING OFFICER NONJUDICIAL PUNISHMENT.....	COP
COMMAND POST.....	CP
COMMAND POST EXERCISE.....	CPX
COMMAND REPORTING UNIT CODE.....	CRUC
COMMERCIAL.....	*Mer or coml
COMMERCIAL AIR.....	MerAir
COMMISSARY.....	comsy
COMMISSION -ED.....	com
COMMUNICATION.....	Comm
COMMUNICATION OPERATION INSTRUCTIONS.....	COI
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MEDICAL EMERGENCY EVACUATION.....	MEDEVAC
MEDICAL OFFICER.....	MO
MEDICAL TREATMENT FACILITY.....	MTF
MEDIUM ARTILLERY.....	MARTY
MEGABYTE -S.....	MB
MEMBER.....	mbr
MEMBER OF A COMBAT UNIT ENTITLED TO COMBAT PAY	MBRCU

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MEMORANDUM.....	memo
MEMORANDUM FOR THE RECORD.....	MFR
MEMORANDUM OF AGREEMENT.....	MOA
MEMORANDUM OF POLICY.....	MOP
MEMORANDUM OF UNDERSTANDING.....	MOU
MERITORIOUS.....	merit
MESSAGE.....	msg
MESSAGE CENTER.....	Msgcen
MESSENGER.....	msgr
MESSMAN - MESSMEN.....	msm
MID-INTENSITY CONFLICT.....	MIC
MID-RANGE INFORMATION SYSTEMS PLAN.....	MRISP
MILITARY AFFILIATE RADIO SYSTEM.....	MARS
MINIMUM.....	MIN
MINUTE.....	min
MILITARY.....	mil
MILITARY CONSTRUCTION.....	MILCON
MILITARY OCCUPATIONAL SPECIALTY.....	MOS
MILITARY OPERATIONS.....	MILOPS
MILITARY PERSONNEL.....	MILPERS
MILITARY POLICE.....	MP
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MILITARY SERVICE OBLIGATION.....	MSO
MILITARY STATUS.....	MIL-STATS
MISCELLANEOUS.....	misc
MISCONDUCT.....	miscon
MISSING.....	mis
MISSING IN ACTION.....	MIA
MISSING MOVEMENT.....	MisMov
MISSION ELEMENT NEED STATEMENT.....	MENS

MISSION ORIENTED PROTECTIVE POSTURE.....	MOPP
MISSION PERFORMANCE STANDARD.....	MPS
MISSION TRAINING PLAN.....	MTP
MITIGATE -D.....	mit
MOBILE ELECTRONIC WARFARE SUPPORT SYSTEM.....	MWSS
MOBILIZE - MOBILIZATION.....	mob
MOBILIZATION MONITORED COMMAND CODE.....	MOBMCC
MOBILIZATION DESIGNEE.....	MOBDES
MOBILIZATION MANAGEMENT PLAN.....	M-Plan
MOBILIZATION OPERATIONAL READINESS DEPLOYMENT TEST	MORDT
MOBILIZATION PROCESSING CENTER.....	MPC
MOBILIZATION RESERVE TRAINING CENTER.....	MRTC
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MODIFY -INC - MODIFIED - MODIFICATION.....	mod
MONETARY ALLOWANCE IN LIEU OF QUARTERS.....	MAQ

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MONITORED COMMAND CODE.....	MCC
MONTGOMERY CI BILL-RESERVE.....	MGIB-R
MONTGOMERY GI BILL.....	MGIB
ONTH.....	mo
MONTHS.....	mos
MONTHLY MONETARY LIMITATION.....	MonLmt
MORTAR.....	mort
MOST EFFICIENT ORGANIZATION.....	MEO
MOTHER.....	M
MOTOR TRANSPORT -ATION.....	MT
MULTICHANNEL.....	MUX
MULTIPLE.....	mult
MULTIPLE INTEGRATED LASER ENGAGEMENT SYSTEM.....	MILES
MULTIPURPOSE ASSAULT WEAPON.....	MAW
NAME, GRADE, AND SOCIAL SECURITY NUMBER.....	NAGRASSN
NATIONAL.....	Natl
NATIONAL AGENCY CHECK.....	NAC
NATIONAL SERVICE LIFE INSURANCE.....	NSLI
NATIONAL STOCK NUMBER.....	NSN
NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION PROGRAM.....	NATOPS
NAVAL AVIATION CADET.....	NAVCAD
NAVAL AVIATION OBSERVER.....	NAO
NAVAL AVIATION OBSERVER - AEROLOGY.....	NAOA
NAVAL AVIATION OBSERVER - NAVIGATION.....	NAON
NAVAL AVIATION OBSERVER - RADAR.....	NAOR
NAVAL AVIATION OBSERVER - TACTICAL.....	NAOT
NAVAL AVIATOR - OFFICER.....	NA
NAVAL CRIMINAL INVESTIGATIVE SERVICE.....	NCIS
NAVAL FLIGHT OFFICER.....	NFO
NAVAL GUNFIRE.....	NGF
NAVAL GUNFIRE LIAISON OFFICER.....	NGFLO
NAVAL WARFARE PUBLICATION.....	NWP
NAVAL - NAVY.....	Nav
NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY	NAMALA

NAVY AND MARINE CORPS COURT OF CRIMINAL APPEALS	NMCCA
NAVY DEPARTMENT GENERAL ORDER.....	NDGO
NAVY ENLISTED SCIENTIFIC EDUCATION PROGRAM.....	NESEP
NAVY MILITARY PERSONNEL COMMAND INSTRUCTION.....	NAVMILPERS- COMINST
NAVY REGULATIONS.....	NavRegs
NAVY TRAVEL INSTRUCTIONS.....	NTI
NECESSARY.....	nec

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NEGATIVE.....	neg
NETWORK.....	NET
NEXT INFERIOR RANK.....	NIR
NO ACTION REQUIRED.....	NAR
NO FURTHER SERVICE.....	NFS
NOMINATE -ION.....	nom
NONAPPROPRIATED FUND.....	NAF
NONBATTLE CASUALTY.....	NonBC
NONCOMMISSIONED OFFICER.....	NCO
NONCOMMISSIONED OFFICER IN CHARGE.....	NCOIC
NONJUDICIAL PUNISHMENT.....	NJP
NONPRIOR SERVICE.....	NPS
NOT APPLICABLE.....	N/A
NOT EARLIER THAN.....	NET
NOT GUILTY.....	NG
NOT LATER THAN.....	NLT
NOT PHYSICALLY QUALIFIED.....	NPQ
NOT SCHEDULED.....	NS
NOT TO, NOR NEEDED, BY ALL.....	NOTAL
NOTICE OF BASIC ELIGIBILITY.....	NOBE
NOTICE OF ELIGIBILITY.....	NOE
NOTIFY.....	nty
NO TIME LOST.....	NTL
NO TRAVEL INVOLVED.....	NTvLI
NOT RECOMMENDED FOR REENLISTMENT.....	NRR
NUCLEAR, BIOLOGICAL, CHEMICAL.....	NBC
NUCLEAR, BIOLOGICAL, CHEMICAL DEFENSE.....	NBCD
NUMBER.....	No
OBJECT -ION -IVE.....	obj
OBJECT CLASS.....	OC
OBLIGATED - OBLIGATOR - OBLIGATION.....	obl
OBLIGATED SERVICE.....	OBLSVC
OBSERVATION POST.....	OP
OCCUPATIONAL FIELD.....	OccFld
OFFICE -R.....	off
OFFICE OF THE CHIEF OF NAVAL OPERATIONS INSTRUCTIONS	OPNAVINST
OFFICE OF PERSONNEL MANAGEMENT.....	OPM
OFFICER ASSIGNMENT DECISION SUPPORT SYSTEM.....	OADSS
OFFICER CANDIDATE.....	OCan
OFFICER CANDIDATE CLASS.....	OCC
OFFICER EXERCISING GENERAL COURT-MARTIAL JURISDICTION OEGCMJ	
OFFICER IN CHARGE.....	OIC

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OFFICER OF THE DAY.....	OD
OFFICER QUALIFICATION RECORD.....	OQR
OFFICER SELECTION OFFICER.....	OSO
OFFICER SELECTION TEAM.....	OST
OFFICER SERVICE BASE DATE.....	OSBD
OFFICER SLATE FILE.....	OSF
OFFICER STAFFING GOAL MODEL.....	OSGM
OFFICIAL.....	Of1
OFFICIAL MILITARY PERSONNEL FILE.....	OMPF
ON-LINE DIARY SYSTEM.....	OLDS
ON-LINE DIARY SYSTEM, FLEET MARINE FORCE.....	OLDS-FMF
ON-THE-JOB TRAINING.....	OJT
OPERATION -S -AL.....	Op
OPERATION -S REPORT.....	OpREP
OPERATIONAL COMMAND.....	OPCOM
OPERATIONAL CONTROL.....	OPCON
OPERATIONAL FLYING.....	OPFLY
OPERATIONAL FLYING BASE DATE.....	OFBD
OPERATIONAL HANDBOOK.....	OH
OPERATIONAL READINESS EVALUATION.....	ORE
OPERATIONAL READINESS FLOAT.....	ORF
OPERATIONAL SUMMARY.....	OPSUM
OPERATIONS AND MAINTENANCE.....	O&M
OPERATIONS ORDER.....	OperO
OPERATIONS PLAN.....	OPLAN
OPERATIONS SECURITY.....	OPSEC
OPERATOR - OPERATE.....	Opr
OPPORTUNITY.....	Opty
OPTION.....	OPT
ORIENTATION.....	Orien
ORDERED TO ACTIVE DUTY.....	OAD
ORDNANCE.....	Ord
ORGANIZE -D -ATION.....	org
ORIGINAL.....	orig
OUTSIDE THE CONTINENTAL UNITED STATES.....	OCONUS
OVERSEAS.....	o/s
OVERSEAS HOUSING ALLOWANCE -S.....	OHA
OVERSEAS REPLACEMENT.....	OSRepl
OVERTAKEN BY EVENTS.....	OBE
PACIFIC.....	Pac
PACKAGE.....	pkg
PAGE -S.....	pg

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PAID	pd
PARACHUTE - PARACHUTIST.....	prcht

PARAGRAPH.....	par
PARENTHESIS.....	paren
PASSENGER.....	PAX
PATIENT.....	pnt
PAY AND ALLOWANCES.....	PandL
PAY ENTRY BASE DATE.....	PEBD
PAYMENT.....	pmt
PCS MOVE MODEL.....	PCSMove
PENDING.....	pend
PERFORM -ED.....	pef
PERFORMANCE EVALUATION SYSTEM.....	PES
PERIOD.....	prd
PERMANENT.....	perm
PERMANENT CHANGE OF ASSIGNMENT.....	PCA
PERMANENT CHANGE OF STATION.....	PCS
PERMANENT CHANGE OF STATION ORDER -S.....	PCSO
PERMANENT DISABILITY RETIRED LIST.....	PDRL
PERMANENT DUTY STATION.....	PDS
PERMANENT LIMITED DUTY.....	PLD
PERMANENT MAILING ADDRESS.....	PMA
PERMISSION GRANTED.....	PerGra
PERSONAL COMPUTER.....	PC
PERSONAL EFFECTS.....	PerEf
PERSONNEL.....	pers
PERSONNEL ACTION REQUEST.....	PAR
PERSONNEL ALLOCATION PLAN.....	PAP
PERSONNEL CLASSIFICATION.....	PersClas
PERSONNEL RECORD TRANSFER CARD.....	PRTC
PERSONNEL REQUIREMENTS CRITERIA MANUAL.....	PRCM
PERSONNEL SECURITY CLEARANCE EVALUATION.....	PSCI
PERTAIN - PERTINENT.....	pert
PETROLEUM, OIL, AND LUBRICANTS.....	POL
PHOTOGRAPH -OR -IC.....	photo
PHYSICAL.....	phys
PHYSICAL EVALUATION BOARD.....	PEB
PISTOL-REVOLVER EXPERT.....	PE
PISTOL-REVOLVER MARKSMAN.....	PMM
PISTOL-REVOLVER SHARPSHOOTER.....	PSS
PISTOL-REVOLVER UNQUALIFIED.....	PUQ
PLANNING, PROGRAMMING, AND BUDGET SYSTEM.....	PPBS
PLANS AND OPERATIONS.....	P&O
PLANS, POLICIES, AND OPERATIONS.....	PP&O
PLATOON LEADER.....	PltLdr

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PLATOON LEADERS CLASS.....	PLC
PLATOON LEADERS CLASS (AVIATION).....	PLC(A)
PLATOON LEADERS CLASS (LAW).....	PLC(L)
POINT.....	pt
POINT OF CONTACT.....	POC
PORT OF DEBARKATION.....	POD
PORT OF EMBARKATION.....	POE
POSITION.....	POS

POSITION LOCATION REPORTING SYSTEM.....	PLRS
POST OFFICE.....	PO
PRACTICE.....	prac
PRECISE PERSONNEL ASSIGNMENT SYSTEM.....	PREPAS
PRECLUDE.....	precl
PREFERENCE.....	pref
PRELIMINARY.....	prelim
PREPARE - PREPARATION - PREPARATORY.....	prep
PREVIOUS.....	prev
PRIMARY.....	pri
PRIOR SERVICE.....	PS
PRISONER.....	PRIS
PRISONER AT LARGE.....	PAL
PRISONER OF WAR.....	POW
PROBATION -ARY.....	prob
PROCEED.....	procd
PROCESS -ING.....	proc
PRODUCT IMPROVEMENT PROGRAM.....	PIP
PROFESSIONAL DEVELOPMENT EDUCATION.....	PDE
PROFESSIONAL MILITARY EDUCATION.....	PME
PROFICIENCY PAY.....	ProPay
PROGRAM.....	prog
PROGRAM ELEMENT NUMBER.....	PEN
PROGRAM OBJECTIVE MEMORANDUM.....	POM
PROGRAM OF INSTRUCTION.....	POI
PROJECT -ED.....	proj
PROMOTE -D - PROMOTION.....	prom
PROPERTY.....	prop
PROVISIONAL.....	prov
PROVOST MARSHAL.....	PM
PSYCHOLOGICAL OPERATIONS.....	PSYOPS
PUBLIC AFFAIRS.....	PA
PUBLIC AFFAIRS SUMMARY.....	PAS
PUBLIC LAW.....	P.L.
PUBLIC PROPERTY.....	PP
PUBLICATION -S.....	pub(s)
PUBLICATION(S) LISTING.....	PL

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PURSUANT.....	pur
PURSUANT TO SENTENCE -OF COURT.....	PurSent
QUALIFICATION - QUALIFIED - QUALIFY.....	qual
QUALIFIED MILITARY AVAILABLE.....	QMA
QUARTERMASTER.....	QM
QUARTER.....	qtr
QUARTERS.....	qtrs
QUOTA SERIAL NUMBER -S.....	QSN
RADAR.....	rdr
RADAR INTERCEPT OFFICER.....	RIO
RADIO.....	rad
RADIO OPERATOR.....	RAD Opr

RAILROAD.....	RR
RANDOM ACCESS MEMORY.....	RAM
RANK.....	rk
RATION.....	rat
RATIONS.....	rats
READ ONLY MEMORY.....	ROM
READINESS MANAGEMENT PERIOD.....	RMP
REAL-TIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEM RAPIDS.....	RAPIDS
REAPPOINT.....	reappt
REAR AREA SECURITY.....	RAS
REAR ECHELON.....	rearEch
REASSIGN -MENT -ED.....	REASG
REASSIGNMENT ORDER -S.....	REASGO
RECLASSIFY -IED - RECLASSIFICATION.....	reclas
RECAPITULATION.....	recap
RECEIVED.....	recd
RECEIVING STATION.....	RecSta
RECLAMATION.....	real
RECOMMEND -ATION -ED.....	recom
RECOMMENDED FOR REENLISTMENT.....	recom reenl
RECONNAISSANCE.....	recon
RECONNAISSANCE, SURVEILLANCE, AND TARGET ACQUISITION	RSTA
RECORD.....	rec
RECORD OF EMERGENCY DATA.....	RED
RECORD OF SERVICE.....	ROS
RECRUIT.....	rct
RECRUIT DISTRIBUTION MODEL.....	RDM
RECRUITING.....	rctg
RECRUITING SERVICE MANAGEMENT INFORMATION SYSTEM	RSMIS

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REDESIGNATE -D -TION.....	redesig
REDEYE LAUNCH SIMULATOR.....	RELS
REDISTRIBUTION.....	redistr
REDUCE -D.....	red
REDUCED CLOTHING REPLACEMENT ALLOWANCE.....	RCRA
REENLIST -ED -MENT.....	reenl
REFER -ENCE.....	ref
REGULAR.....	reg
REGULATIONS.....	regs
REHABILITATION.....	rehab
REIMBURSE.....	reimb
REINFORCED.....	rein
RELIEF FOR.....	relfor
RELIEVE -D - RELIEF - RELEASE.....	rel
REMIT -TED.....	rem
REMOTELY PILOTED VEHICLE.....	RPV
RENDEZVOUS.....	rdvu
REORGANIZE -D -ATION.....	reorg
REPAIR.....	rep
REPLACE -MENT.....	repl
REPORT -ED.....	rpt
REPORTING SENIOR.....	RS

REPORTING UNIT.....	RU
REPORTING UNIT CODE.....	RUC
REPRESENTATIVE.....	rep
REPRODUCTION.....	repro
REQUALIFIED - REQUALIFY.....	requal
REQUEST.....	re
REQUIRE -MENT -S.....	reqr
REQUISITION.....	rqn
RESCHEDULED INACTIVE DUTY TRAINING.....	RIDT
RESEARCH.....	rech
RESEARCH AND DEVELOPMENT.....	R&D
RESERVE.....	res
RESERVE COMPONENT SURVIVOR BENEFIT PLAN.....	RCSBP
RESERVE COUNTERPART TRAINING.....	RCT
RESERVE OFFICER PERSONNEL MANAGEMENT ACT.....	ROPMA
RESERVE OPTIONAL ENLISTMENT PROGRAM.....	ROEP
RESERVE QUALIFICATION SUMMARY REPORT.....	RQSR
RESERVE RETIREMENT CREDIT REPORT.....	RRCR
RESIGNATION.....	resig
RESIGNED.....	resg
RESPONSIBLE -ILITY.....	resp
RESPONSIBLE OFFICER (FOR SUPPLY ACCOUNTS).....	RO
RESPONSIBILITY CENTER NUMBER.....	RC

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RESTRICT -ED -ION.....	restr
RETAIN -ED.....	retn
RETAINED IN THE SERVICE.....	retnsvc
RETIRED - RETIREMENT.....	ret
RETIRED PAY AND PERSONNEL SYSTEM.....	RPPS
RETROACTIVE.....	retro
RETURN.....	rtrn
RETURNED TO MILITARY CONTROL.....	RMC
REVIEWED.....	revd
REVIEWING OFFICER(IN CONNECTION WITH FITNESS REPORTS).....	RO
REVISE -D.....	rev
REVOKE -D - REVOCATION.....	revo
RIFLE AND PISTOL TEAM.....	R&PT
RIFLE EXPERT.....	RE
RIFLE MARKSMAN.....	RMM
RIFLE RANGE.....	RR
RIFLE SHARPSHOOTER.....	RSS
RIFLE UNQUALIFIED.....	RUQ
RIFLE (WEAPON).....	rfl
RIGHT.....	rt
ROCKET.....	rkt
ROCKET LAUNCHER.....	RL
ROTATION.....	rot
ROTATION TOUR DATE.....	RTD
RULES FOR COURTS-MARTIAL.....	R.C.M.
RULES FOR ENGAGEMENT.....	ROE
SALVAGE.....	salv

SATISFACTORY.....	sat
SCHEDULE.....	sked
SCHOOL.....	scol
SEA DUTY.....	SEADU
SEARCH AND RESCUE/COMBAT SEARCH AND RESCUE.....	SAR/CSAR
SECRET.....	sec
SECRETARY.....	Secy
SECRETARY OF DEFENSE.....	SecDef
SECRETARY OF THE NAVY.....	SecNav
SECRETARY OF THE NAVY INSTRUCTION.....	SECNAVINST
SECTION.....	sect
SECURITY.....	Scty
SELECTED MARINE CORPS RESERVE.....	SMCR
SELECTED RESERVE INCENTIVE PROGRAM.....	SRIP
SELECTION BOARD.....	SelBd
SELECTIVE REENLISTMENT BONUS PROGRAM.....	SRBP

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SELECTIVE SERVICE.....	SS
SELF CONTAINED UNDERWATER BREATHING APPARATUS.....	SCUBA
SELF-PROPELLED.....	SP
SEMIANNUAL.....	SEMIANN
SENIOR.....	Sr
SENIOR EXECUTIVE SERVICE.....	SES
SENIOR OFFICER PRESENT.....	SOPres
SENTENCE.....	sent
SENTENCED TO BE CONFINED.....	sentconf
SENTENCED TO LOSE PAY.....	SentLP
SEPARATE -D - SEPARATION.....	sep
SEPARATE COVER.....	SC
SEPARATE WRITTEN AGREEMENT.....	SWAT
SEPARATION DESIGNATOR NUMBER.....	SDN
SEPARATION IN LIEU OF TRIAL.....	SILT
SERGEANT MAJOR OF THE MARINE CORPS.....	SGTMAJMARCOR
SERIAL.....	ser
SERIOUS.....	SRS
SERVE - SERVING.....	serv
SERVICE.....	svc
SERVICEMEN'S GROUP LIFE INSURANCE.....	SGLI
SERVICE RECORD BOOK.....	SRB
SERVICE RECORD -S.....	SR
SERVICE SCHOOL.....	SvcScol
SETTLEMENT - SETTLED.....	sett
SHIP IMMEDIATELY.....	ShipIm
SHIPPING.....	ship
SHORT TAKEOFF AND LANDING.....	STOL
SHOULDER-LAUNCHED MULTIPURPOSE ASSAULT WEAPON.....	SMAW
SICK MISCONDUCT.....	SKMC
SICK - SICK IN.....	sk
SIDE LOOKING AIRBORNE RADAR.....	SLAR
SIGNAL.....	Sig
SIGNAL INTELLIGENCE.....	SIGINT
SIGNAL OPERATION INSTRUCTIONS.....	SOI

SIGNED.....	/s/
SITUATION, MISSION, EXECUTION, ADMINISTRATION AND LOGISTICS, AND COMMAND AND SIGNAL.....	SMEAC
SITUATION REPORT.....	SITREP
SITUATION SUMMARY.....	SITSUM
SKILL PROGRESSION TRAINING.....	SPT
SMALL ARMS TARGET PRACTICE.....	SATP
SOCIAL SECURITY NUMBER.....	SSN
SOUTHEAST ASIA.....	SEA
SOUTHWEST ASIA.....	SWA

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SPECIAL BACKGROUND INVESTIGATION	SBI
SPECIAL COURT-MARTIAL.....	SPCM
SPECIAL DUTY.....	Spldu
SPECIAL EDUCATION PROGRAM.....	SEP
SPECIAL MONEY REQUISITION.....	SMR
SPECIAL OPERATIONS CAPABLE EXERCISE -S.....	SOCEX
SPECIAL OPERATIONS/LOW INTENSITY CONFLICT.....	SO/LIC
SPECIAL ORDER -S.....	SO
SPECIAL -1ST.....	spl
SPECIAL SERVICES.....	SplSvc
SPECIALTY.....	splty
SPECIFY - SPECIFICATION.....	spec
SPEEDLETTER.....	spdltr
SQUAD AUTOMATIC WEAPON.....	SAW
SQUADRON.....	sqdn
STAFF JUDGE ADVOCATE.....	SJA
STAFF NONCOMMISSIONED OFFICER -S.....	SNCO
STAFF NONCOMMISSIONED OFFICERS DEGREE COMPLETION PROGRAM.....	SNCODCP
STAFF NONCOMMISSIONED OFFICER IN CHARGE.....	SNCOIC
STAFF UNACCOMPANIED ENLISTED PERSONNEL HOUSING	Staff UEPH
STANDARD.....	std
STANDARD ACCOUNTING BUDGET REPORTING SYSTEM.....	SABRS
STANDARD FORM.....	SF
STANDARD IDENTIFICATION INFORMATION.....	SII
STANDARD MAINTENANCE ALLOWANCE.....	SMA
STANDARD NOMENCLATURE LIST.....	SNL
STANDARD TOUR OF DUTY.....	STDU
STANDARD WRITTEN AGREEMENT.....	SWAG
STANDARDIZATION AGREEMENT.....	STANAG
STANDING OPERATING PROCEDURE -S.....	SOP
START.....	strt
STATEMENT OF UNDERSTANDING.....	SOU
STATEMENT OF WORK.....	SOW
STATION.....	Sta
STATION OF INITIAL ASSIGNMENT.....	SIA
STATUS OF FORCES AGREEMENT.....	SOFA
STENOGRAPHER.....	Steno
STINGER LAUNCH SIMULATOR.....	STLS
STOCK LIST.....	SL
STRAGGLER.....	strag

STRATEGIC.....	strgc
STREET.....	St
STRENGTH.....	str
STUDENT.....	stud

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STUDENT NAVAL AVIATOR	SNA
STUDENT NAVAL FLIGHT OFFICER	SNFO
SUBJECT.....	subj
SUBJECT MATTER EXPERT.....	SME
SUBJECT NAMED MARINE -S.....	SNM
SUBJECT NAMED OFFICER -s.....	SNO
SUBJECT NAMED PRISONER.....	SNP
SUBMIT -TED - SUBMISSION.....	sub
SUBSEQUENT.....	subq
SUBSISTENCE.....	subs
SUBSTITUTE -D - SUBSTITUTION.....	subt
SUFFICIENT.....	suf
SUITABLE -BILITY.....	suit
SUMMARY COURT-MARTIAL.....	SCM
SUPERINTEND -ENT.....	supt
SUPERIOR PERFORMANCE.....	SP
SUPERVISE - SUPERVISOR.....	super
SUPPLEMENT -AL.....	supp
SUPPLY.....	sup
SUPPLY INSTRUCTION.....	SI
SUPPORT.....	spt
SUPPORTED ACTIVITIES SUPPLY SUPPORT SYSTEM.....	SASSY
SUPPORTING ARMS COORDINATION CENTER.....	SACC
SUPPORTING ESTABLISHMENT.....	SE
SUPPORTING ESTABLISHMENT END USER COMPUTING EQUIPMENT.....	SE-EUCE
SURRENDER.....	surr
SURVEILLANCE AND TARGET ACQUISITION.....	sta
SURVEY.....	surv
SURVIVAL, EVASION, RESISTANCE TO INTERROGATION, AND ESCAPE.....	SERE
SUSPECT - SUSPICION.....	susp
SWITCHBOARD.....	swbd
SYSTEM.....	sys
SYSTEMS APPROACH TO TRAINING.....	SAT
TABLE OF ALLOWANCE.....	T/A
TABLE OF ALLOWANCE FOR PUBLICATIONS.....	TAP
TABLE OF AUTHORIZED MATERIAL.....	TAM
TABLE(S) OF EQUIPMENT.....	T/E
TABLE(S) OF MANPOWER REQUIREMENTS.....	T/MR
TABLE(S) OF ORGANIZATION.....	T/O
TACTICAL AIR COMMAND/CONTROL CENTER.....	TACC
TACTICAL AIR CONTROL PARTY.....	TACP
TACTICAL AIR OPERATIONS CENTER.....	TAOC
TACTICAL AREA OF RESPONSIBILITY.....	TAOR

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TACTICAL AVIATION.....	TACAIR
TACTICAL AIR NAVIGATION SYSTEM.....	TACAN
TACTICAL AIR REQUESTS.....	TAR
TACTICAL ELECTRONIC RECONNAISSANCE PROCESSING AND EVALUATION SYSTEM.....	TERPES
TACTICAL EXERCISE COORDINATOR.....	TEC
TACTICAL EXERCISE COORDINATION GROUP	TECG
TACTICAL EXERCISE WITHOUT TROOPS.....	TEWT
TACTICAL LOGISTICAL GROUP.....	TACLOG
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TACTICAL WARFARE SIMULATION, EVALUATION AND ANALYSIS SYSTEM.....	TWSEAS
TANK.....	tk
TECHNICAL BULLETIN.....	TB
TECHNICAL INSTRUCTION.....	TI
TECHNICAL MANUAL.....	TM
TECHNICAL - TECHNICIAN.....	tech
TELEPHONE.....	Tp
TELEPHONE CONVERSATION.....	PHONCON
TELETYPEWRITER.....	tty
TELEVISION.....	TV
TEMPORARILY ATTACHED.....	tempatt
TEMPORARY.....	temp
TEMPORARY ADDITIONAL DUTY.....	TAD
TEMPORARY DISABILITY RETIRED LIST.....	TDRL
TEMPORARY DUTY.....	TDY
TEMPORARY LIMITED DUTY.....	TLD
TEMPORARY LODGING ALLOWANCE -S.....	TLA
TEMPORARY LODGING EXPENSE ALLOWANCE -S.....	TLE
TENTATIVE CHARACTERIZATION OF SERVICE.....	TCS
TERMINAL LEARNING OBJECTIVE.....	TLO
TERMINAL AREA SECURITY OFFICER.....	TASO
TERMINATE -D.....	term
TEST AND EVALUATION.....	TE
TIME IN GRADE.....	TIG
TIME IN SERVICE.....	TIS
TIME LOST.....	TL
TO BE DETERMINED.....	TBD
TOP SECRET.....	TS
TOTAL DETENTION OF PAY.....	TDP
TOTAL LOSS OF PAY.....	TLP
TOTAL QUALITY LEADERSHIP.....	TQL
TOUR OPTIMIZATION FOR UNIFORM READINESS II MODEL.....	TOUR II
TRAIN -ED -ING.....	trng

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TRAINING PLAN.....	TRAPLAN
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TRANSACTION RESEARCHER FILE.....	TRF
TRANSFER -RED.....	tr
TRANSIENT FACILITY.....	TFAC
TRANSMIT.....	XMIT
TRANSPORT -ED -ATION.....	trans
TRAVEL.....	trl
TRAVEL ORDER NUMBER.....	TON
TREATMENT.....	trmt
TRIAL.....	trl
TRIAL COUNSEL.....	TC
TROOPS.....	trps
TUBE LAUNCHED, OPTICALLY TRACKED, WIRE COMMAND LINK, GUIDED MISSILE SYSTEM.....	TOW
TYPE TRANSACTION CODE.....	TTC
ULTIMATE -LY.....	ult
ULTRAHIGH FREQUENCY.....	UHF
UNACCOMPANIED ENLISTED PERSONNEL HOUSING.....	UEPH
UNACCOMPANIED OFFICER PERSONNEL HOUSING.....	UOPH
UNAUTHORIZED.....	unauth
UNAUTHORIZED ABSENCE - ABSENT OVER LEAVE.....	UA(AOL)
UNAUTHORIZED ABSENCE - ABSENT WITHOUT LEAVE.....	UA(AWOL)
UNAVOIDABLE.....	unavd
UNCLASSIFIED.....	UNCLAS
UNDER HONORABLE CONDITIONS.....	UHC
UNDER OTHER THAN HONORABLE CONDITIONS.....	UOHC
UNDESIRABLE DISCHARGE.....	UnDis
UNFITNESS.....	unfit
UNIFORM CODE OF MILITARY JUSTICE.....	UCMJ
UNIFORM -ITY.....	unif
UNIT ACTIVITY REPORT.....	UAR
UNIT DEPLOYMENT PROGRAM.....	UDP
UNIT DIARY.....	UD
UNIT DIARY/MANPOWER INTERGRATED PERSONNEL SYSTEM	UD/MIPS
UNIT COMMANDERS PERSONNEL SYSTEM.....	UCPS
UNIT IDENTIFICATION CODE.....	UIC
UNIT MUSTER SHEET.....	UMS
UNIT OF FIRE.....	u/f
UNIT SUSTAINMENT TRAINING.....	UST

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UNIT VERIFICATION ROSTER.....	UVR
UNITED STATES.....	U.S.
UNITED STATES CODE.....	USC
UNITED STATES SHIP.....	USS
UNIVERSITY.....	univ
UNKNOWN.....	UNK
UNMANNED AERIAL VEHICLE.....	UAV
UNQUALIFIED.....	UQ

UNSATISFACTORY.....	unsat
UNSUITABLE - UNSUITABILITY.....	unsuit
UNTIL FURTHER NOTICE.....	UFN
UNUSED LEAVE.....	UL
USER IDENTIFICATION.....	USERID
USER'S MANUAL.....	UM
UTILIZE -D.....	utl
UTILITIES.....	util
VALIDATION AND EXTRACT FILE.....	VEF
VARIABLE HOUSING ALLOWANCE.....	VHA
VARIABLE REENLISTMENT BONUS.....	VRB
VARIABLE REENLISTMENT BONUS INSTALLMENTS.....	VRBI
VARIABLE REENLISTMENT BONUS MULTIPLE.....	VRBM
VARIABLE TIME - PROXIMITY FUZE.....	VT
VEHICLE - VEHICULAR.....	veh
VENEREAL DISEASE.....	VD
VERIFY -LED.....	ver
VERIFICATION OF MILITARY EDUCATION AND TRAINING	VMET
VERIFICATION OF MILITARY EXPERIENCE AND TRAINING	VERDOC
VERTICAL/SHORT TAKEOFF AND LANDING.....	VISTOL
VERTICAL TAKEOFF AND LANDING.....	VTOL
VERY GOOD.....	VG
VERY HIGH FREQUENCY.....	VHF
VETERAN.....	Vet
VETERANS ADMINISTRATION.....	VA
VIDEO TELECONFERENCING.....	VTC
VIETNAM VETERAN.....	VVet
VIOLATION.....	viol
VISUAL.....	vis
VISUAL INQUIRY SYSTEM.....	VIS
VISUAL RECONNAISSANCE.....	VR
VOLUME.....	vol
VOLUNTEER.....	V
VOUCHER.....	Vou

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WAGE GRADE (CIVIL SERVICE EMPLOYEE).....	WG
WAGE LEADERS (CIVIL SERVICE EMPLOYEE).....	WL
WAGE SUPERVISOR (CIVIL SERVICE EMPLOYEE).....	WS
WAIVED.....	wvd
WAREHOUSE.....	whs
WARFARE.....	warf
WARRANT.....	wrnt
WEAPON.....	wpn
WEAPONS AND TACTICS INSTRUCTOR.....	WTI
WEEK.....	wk
WEEKS.....	wks
WEIGHT.....	wt
WELL AND ON DUTY.....	WOD
WESTERN PACIFIC.....	WESTPAC
WHEN DIRECTED.....	WD
WHITE PHOSPHOROUS.....	WP

WIDE AREA NETWORK.....	WAN
WIFE.....	W
WILL BE ISSUED.....	WBI
WILL BE ORDERED.....	WBO
WITH.....	W/
WITHOUT.....	w/o
WORD PROCESSING SYSTEM -S.....	WPS
WORDS PER MINUTE.....	wpm
WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM.....	WWMCCS
WOUNDED IN ACTION.....	WIA
WOUNDED IN ACTION - NOT EVACUATED.....	WIANE
YEAR.....	yr
YEAR GROUP.....	YG
YEARS.....	yrs

b. Phrases, Sentences, or Groups of Sentences. Frequently Used in Marine Corps Orders

PHRASE EQUIVALENT	MEANING
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ADALCON	Advise all concerned.
---------------	-----------------------

ADDU	Additional duty.
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ADLVADDR	You are directed to keep the CMC advised of an address at which you can be reached by telegram at all times while in a proceed, travel, or leave status.
----------------	--

ADMSG	Please advise by message.
-------------	---------------------------

ADP	Aeronautically Designated Personnel.
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ADTAKE	Please advise action taken.
--------------	-----------------------------

APOD	Aerial port of debarkation
------------	----------------------------

APOE	Aerial port of embarkation
------------	----------------------------

ALCON	All concerned.
-------------	----------------

ALCOM	All commands.
-------------	---------------

ALMAR	All Marine Corps activities.
-------------	------------------------------

ARPROREP	Upon arrival further proceed and report (to).
----------------	---

ARREP	Upon arrival report (to) _____.
-------------	---------------------------------

ARREPCOVES	Upon arrival report to the commanding officer of that vessel for duty.
------------------	--

AUTHDELREP With authority to delay in reporting until
(date) .

AUTEPROBOUT Authorized to proceed on or about (date) .

AVNCM Assigned to duty involving regular and
frequent flights as a crewmember.

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AVNOTCM Assigned to duty involving regular and
frequent flights as a non-crewmember.

BAGAIR While traveling via air outside the United
States (number of pounds indicate) baggage
to accompany is authorized.

CARBAGAIR While traveling via air outside the United
States 65 pounds baggage to accompany is
authorized, an additional (number of pounds
indicated) baggage is authorized as air
cargo for shipment under the same class of
priority.

CARBASO Carry out unexecuted portion basic orders.

CC Cost Code.

CIC Customer Identification Code.

CIPAP Authority is granted to make such changes in
above itinerary and to proceed to such
additional places as may be necessary for
accomplishment of this mission.

COMPDUINS Upon completion of duty under instruction.

COMPRET Upon completion thereof return to duty
station and resume regular duties.

COMPTEM Upon completion of temporary duty.

COMPTEMINS Upon completion of temporary duty under
instruction.

COT Consecutive overseas tour.

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DATEDSG On such date as the commanding general,

commanding officer or other competent authority may designate.

DAUS Date arrived United States.

DAUSDNR Date arrived United States, dependents not restricted.

DELREP Authorized to delay (no. of days indicated), provided no excess leave involved, in reporting in compliance with these orders. Such delay to count as leave. Keep old and new duty stations advised of leave address.

DELREPANY Authorized to delay (no. of days indicated), provided no excess leave involved, and all of which may be taken prior to or after reporting to temporary duty station(s); such delay to count as leave. No additional cost to the Government involved. Keep old and new duty station advised to leave address.

DELREPARUS Authorized to delay (no. of days indicated or until date indicated) in returning to the duty station, such delay to count as leave, provided no access leave involved and at no additional cost to the Government. Keep duty station advised to leave address.

DELURN Authorized to delay (no. of days indicated or until date indicated) in returning to the duty station, such delay to count as leave, provided no access leave involved and at no additional cost to the Government. Keep duty station advised of leave address.

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DIFDEN Duty in a flying status, flight activity denied.

DIFOP Duty in a flying status involving operational flights.

DIFOPINS Duty under instruction in a flying status involving operational or training flights.

DIFOPSODA Duty in a flying status involving operational or training flights within the (command or activity) as may be designated.

DIFOPTech Duty as a technical observer in a flying status involving operational or training flights.

*DIFOT Duty in a flying status involving operational or training flights.

* May be used followed by "crew" or "noncrew" to be translated "as crewmember" or "as noncrewmember".

DIFPRO Duty in a flying status involving proficiency flights.

DIRLAUTH Direct liaison authorized.

DISTREAT Upon being discharged from treatment.

DUINS Duty Under Instruction.

DUSODA Duty within the (command or activity) as the (command or activity) may designate.

DUSTA Duty Station.

EXACCT Expenditure account.

FAGAIRTRANS (Via) first available Government air transportation.

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FAGSURTRANS (Via) first available Government surface transportation.

FAGTRANS (Via) first available Government transportation.

FAIRTRANS (Via) first available air transportation.

FATRANS (Via) first available transportation.

FURNARSSN Furnish full names, rates, and social security numbers of Marines transferred per this directive.

FURNDISBOFF Furnish the disbursing officer carrying your pay accounts a copy of these orders bearing all endorsements.

FYI For your information.

**GOVAIR Including Government air.

** Phrase equivalent usually used in combination.

GOVAIRDIR Travel via Government aircraft is directed (between points specified) where necessary

to expedite completion of this duty.
Class __ priority is certified.

GOVAIRDIROUT Travel via Government aircraft is directed
Outside the U.S. Class __ priority is
certified.

GOVAIRDIRVAIL Travel via Government aircraft is directed
(between points specified) where available.
Class __ priority is certified.

GOVAIRSUR Travel via Government air and/or surface is
authorized.

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GOVAIRSURDIR Travel via Government air and/or surface
vessel is directed.

GOVAIRSURDIRVAIL Travel via Government air and/or surface
vessel is directed. (between points
specified) where available. Class __
priority is certified.

GOVMERAIRDIR In performing this travel Government air
and/or Government procured commercial air
is directed.

ICW Insure compliance with.

IMMUNQUIRED Immediately upon receipt of these orders
obtain immunization required for areas to
be visited. Procure properly completed
NavMed 585 (U.S. Navy Immunization Record).

IRA Intermediate reporting activity.

IPCOT In-place Consecutive overseas tour.

IRT In reference to; In response to.

LCPCSO Low cost permanent change of station
orders.

MERAIR Commercial air.

MITRE Authorized to omit or revisit any of the
mentioned places as deemed necessary.

MITREVAR Authorized to omit or revisit any of the
mentioned places and to vary the itinerary
as deemed necessary.

MITVAR Authorized to omit any of the mentioned

places and to vary the itinerary as may be deemed necessary.

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MPMC	Military Personnel, Marine Corps.
NOPROCAN	If not already proceeded, orders (identified by date-time-group which follows) are canceled.
OC	Object class.
OCONUS	Outside 48 contiguous states and District of Columbia.
OCD	Overseas control date.
PDS	Permanent duty station.
PERGRA	Permission granted
PERNOGRA	Permission not granted.
POV	Privately owned vehicle.
PROIMREP	Proceed immediately to location of ship, commander or station designated and upon arrival report for duty or purpose indicated.
PROREP	Proceed to (location of ship, commander, or station by group(s)) immediately following and upon arrival report for duty or purpose indicated).
PROTIMEARR	Proceed in time to arrive on (date indicated) to activity or station designated.
PROTIMEREP	Proceed in time to report to activity or station designated not later than (hour and/or date indicted).
PROVMAIN	All other provisions of present orders to remain in effect.

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PROWODELREP	Proceed without delay to location of ship, commander, or station designated and upon
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arrival report for duty or purpose indicated.

RELACDU Release from active duty.

RELBY When relieved by _____.

RFC Relief for cause.

RICCO Reenlistment incentive considered complete.

RNQ Reason not qualified.

ROCCO Reenlistment option cycle complete.

SECNAVFIN The Secretary of the Navy found on (date) that more than one permanent change of station was required by the exigencies of the service during the same fiscal year.

SFNP Statement format not provided.

SURTRANS (Via) first available Government transportation, not including air.

TEMAC Temporary active duty.

TEMADDCON Temporary additional duty in connection with.

TEMADDINS Temporary additional duty under instruction. (TAD at a formal school less than 20 weeks.)

TEMCCN Temporary duty in connection with.

TEMINS Temporary duty under instruction. Temporary duty at a formal school en route to new PDS.

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TOS Time on Station.

TRAVCHAR Cost of this travel is chargeable to appropriation or department designated in following group(s) (Identifying numerals may be added.)

UNI Unless otherwise indicated.

UNODIR Unless otherwise directed.

UNORDREVO Unexecuted portion of orders (identified
by reference number following) are
revoked.

c. U.S. Decorations and Unit Awards

(1) Military Decorations

	ACRONYM	CODE
Medal of Honor	MH	MH
Navy Cross	NC	NX
Defense Distinguished Service Medal	DDSM	DD
Distinguished Service Medal	DSM	DM
Silver Star Medal	SSM	SS
Defense Superior Service Medal	DSSM	DS
Legion of Merit	LM	LM
Legion of Merit(with Combat "V")	LMV	LV
Distinguished Flying Cross	DFC	DX
Distinguished Flying Cross(with Combat "V")	DFCV	DV
Navy and Marine Corps Medal	NMCM	NM
Bronze Star Medal	BSM	BS
Bronze Star Medal(with Combat "V")	BSMV	BV
Purple Heart	PH	PH
Defense Meritorious Service Medal	DMSM	MR
Meritorious Service Medal	MSM	MM
Air Medal-Individual Action	AMA	AF
Air Medal-Individual Action (with Combat "V")	AMAV	AH
Air Medal (Strike/Flight)	AMS	AS
Air Force Aerial Achievement Medal	AFAAM	FE
Joint Service Commendation Medal	JSCM	JC
Joint Service Commendation Medal (with Combat "V")	JSCMV	JV
Navy and Marine Corps Commendation Medal	NMCCM	NC
Navy Commendation Medal (with Combat "V")	NMCCMV	CV

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Joint Service Achievement Medal	JSAM	JA
Navy and Marine Corps Achievement Medal	NMCAM	NA
Navy Achievement Medal (with Combat "V")	NMCAMV	NV
Combat Action Ribbon	CAR	CR

(2) Unit Awards. Use the codes provided in the right-hand column
when recording awards information on page 9 of the field service record.
Where no code is shown, continue to use the acronym. Acronyms appear here
for clarity of entries made previous to this revision and use when no code
exists.

Presidential Unit Citation	PUC	PU
Joint Meritorious Unit Award	JMUA	JU
Navy Unit Commendation	NUC	NU

Meritorious Unit Commendation	MUC	MU
Navy "E" Ribbon	NAVE	NE

(3) Non-U.S. Military Decorations. Use the codes provided in the right-hand column when recording awards information on page 9 of the field service record. Where no code is shown, continue to use the acronym. Acronyms appear here for clarity of entries made previous to this revision and use when no code exists.

	ACRONYM	CODE
Presidential Medal of Freedom	PMF	PM
National Security Medal	NSM	--
National Sciences Medal	NSCM	--
Gold Life Saving Medal	GL	GL
Silver Life Saving Medal	SL	SL
Medal of Merit	MoM	--
National Intelligence Distinguished Service Medal	NIDSM	--
National Intelligence Medal of Achievement	NIMA	--
Navy Distinguished Civilian Service Award	NCDS	--
Navy Award for Distinguished Achievement in Science	NDAS	--
President's Distinguished Federal Civilian Service Medal	PDFCS	--
Department of Defense Distinguished Civilian Service Medal	DoDDCS	--
Navy Distinguished Public Service Award	NDPS	--
National Aeronautics and Space Administration (NASA) Distinguished Service Medal	SA	ND

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NASA Flight Medal	NF	NF
NASA Medal for Exceptional Bravery	NB	NB
NASA Medal for Exceptional Service	NE	NS
Merchant Marine Distinguished Service Medal ..	MMDSM	--
Merchant Marine Meritorious Service Medal	MMMSM	--
Merchant Marine Mariners Medal	MMMM	--
Selective Service Distinguished Service Award	SSDS	--
Selective Service Exceptional Service Award	SSES	--
Selective Service Meritorious Service Award	SSMS	--
Congressional Space Medal of Honor	CSMH	--

d. U.S. Campaign and Service Awards. Use the codes provided in the right-hand column when recording awards information on the page 9 of the field service record. Where no code is shown, use the acronym. Acronyms appear here for clarity of entries made previous to this revision and use where no code exists.

	ACRONYM	CODE
Prisoner of War Medal	POW	--
Marine Corps Good Conduct Medal	GCM	GC

Naval Reserve Meritorious Service Medal	NRMSM	--
Selected Marine Corps Reserve Medal	SMCRM	RM
Navy Fleet Marine Force Ribbon	FMFR	ME
Expeditionary Medals (Navy and Marine Corps)	MCEM/NEM	EM
China Service Medal	CSM	CS
American Defense Service Medal	ADSM	AD
American Campaign Medal	ACM	AM
European-African-Middle Eastern Campaign Medal	EAMECM	EA
Asiatic-Pacific Campaign Medal	APCM	AP
Victory Medal (World War II)	VMWWII	WV
Navy Occupation Service Medal	NOSM	OM
Medal for Humane Action	MHA	HA
National Defense Service Medal	NDSM	ND
Korean Service Medal	KSM	KS
Antarctica Service Medal	ASM	AR
Armed Forces Expeditionary Medal	AFEM	AE
Vietnam Service Medal	VSM	VS
Southwest Asia Service Medal	SASM	SA
Humanitarian Service Medal	HSM	HS
Armed Forces Service Medal	AFSM	ES
Military Outstanding Volunteer Service Medal	MOVSM	OV
Sea Service Deployment Ribbon	SSDR	SD
Navy Arctic Service Ribbon	ASR	AT

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Naval Reserve Sea Service Ribbon	NRSSR	--
Navy and Marine Corps Overseas Service Ribbon	OSR	--
Navy Recruiting Service Ribbon	NRSR	--
Marine Corps Recruiting Ribbon	RRMC	RA
Marine Corps Drill Instructor Ribbon.....	MCDIR	DI
Marine Security Guard Ribbon	MSGR	MG
Coast Guard Special Operations Service Ribbon ..	SOS	SO
Armed Forces Reserve Medal	AFRM	FR
Mobilization	AFRM(FRM)	
Bronze Hour Glass	AFRM(BHG)	
Silver Hour Glass	AFRM(SHG)	
Gold Hour Glass	AFRM(GHG)	
Gold/Bronze Hour Glass	AFRM(GBHG)	
Naval Reserve Medal	NRM	NR
Marine Corps Reserve Ribbon	MCRR	RR

e. Forieqn Unit/Non-U.S. Military Service/Foreign Awards. Use the codes provided in the right-hand column when recording awards on page 9 of the service record. Where no code is shown, use the acronym. Acronyms appear here for clarity of entries made previous to this revision and where no code exists.

ACRONYM CODE

(1) Foreign Unit Awards

Philippine Presidential Unit Citation	PPUC	PP
Korean presidential Unit Citation	KPUC	KP

Vietnam Presidential Unit Citation (Only for Aug/Sep 1954 Service)	VPUC	VP
Republic of Vietnam Meritorious Unit Citation (Gallantry Cross Medal Color with Palm)	RVMUCGCC	RG
Republic of Vietnam Meritorious Unit Citation (Civil Actions Medal First Class Color with Palm)	RVMUCCA	RC

(2) Non-U.S. Military Service Awards

	ACRONYM	CODE
Philippine Defense Ribbon	PDR	PD
Philippine Liberation Ribbon	PLR	PL
Philippine Independence Ribbon	PIR	PI
United Nations Service Medal	UNSM	US
United Nations Medal	UNM	UN
NATO Medal	NATO	NT

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Multinational Force and Observer Medal	MFOA	
Inter-American Defense Board Medal	IDBM	--

(3) Foreign Service Medal

	ACRONYM	CODE
Republic of Vietnam Campaign Medal	RVCM	VM
Kuwait Liberation Medal (Saudi Arabia)	KLM(S)	KL
Kuwait Liberation Medal (Kuwait)	KLM(K)	KK

f. Service/Identification Badges, Breast Insignia, and Marksmanship Badges

ACRONYM

(1) service/Identification Badges

presidential Service Badge	PSB
Vice presidential Service Badge	VPSB
Office of Secretary of Defense Identification Badge	OSD-IDB
Joint Chiefs of Staff Identification Badge	JCS-IDB

(2) Breast Insignia

Naval Aviator and Naval Aviation pilot Insignia	NAI
Naval Flight Officer Insignia	NFOI
Marine Aerial Navigator Insignia	MANI
Naval Aviation Observer Insignia	NAOI
Naval Aircrew Insignia	NACI
Combat Aircrew Insignia	CACI

Navy/Marine Corps parachutist Insignia ...	NMCPI
Basic parachutist Insignia	BPI
Master Explosive Ordnance Disposal Insignia	MEOD
Senior Explosive Ordnance Disposal Insignia	SEOD
Basic Explosive Ordnance Disposal Insignia	BEOD
SCUBA Divers Insignia	SDI

(3) Marksmanship Badges

U.S. Distinguished International Shooter Badge	USDIS
Distinguished Marksman Badge (Gold)	DMB
Lauchheimer Trophy Badge (Gold)	LTBG

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Lauchheimer Trophy Badge (Silver)	LTBS
Lauchheimer Trophy Badge (Bronze)	LTBB
Marine Corps Rifle Championship Badge (McDougal Trophy Badge) (Gold)	MCRCB (MTB)
Marine Corps Pistol Championship Badge (Walsh Trophy Badge) (Gold)	MCPCB (WTB)
Marine Corps Rifle Competition Badge (Gold)	MCRCBG
Marine Corps Pistol Competition Badge (Gold)	MCPCBG
Marine Corps Rifle Competition Badge (Silver)	MCRCBS
Marine Corps Pistol Competition Badge (Silver)	MCPCBS
Marine Corps Rifle Competition Badge (Bronze)	MCRCBB
Marine Corps Pistol Competition Badge (Bronze)	MCPCBB
Annual Rifle Squad Combat Practice (Completion Badge (Gold)	RSCPCG
Fleet Marine Force Combat Infantry Trophy Match Badge (Bronze)	FMF CITMB
Division Rifle Competition Badge (Gold)	DRCBG
Division Pistol Competition Badge (Gold)	DPCBG
Division Rifle Competition Badge (Silver)	DRCBS
Division Pistol Competition Badge (Silver)	DPCBS
Division Rifle Competition Badge (Bronze)	DRCBB
Division Pistol Competition Badge (Bronze)	DPCBB
San Diego Trophy Rifle Team Match Badge (Gold)	SDTRTMB
Wharton Trophy Rifle Team Match Badge (Gold)	WHTRTMB
Elliott Trophy Rifle Team Match Badge (Gold)	ETRTMB
Wirgman Trophy Rifle Team Match Badge (Gold)	WTRTMB
Lloyd Trophy Rifle Team Match Badge (Gold)	LTRTMB
Smith Trophy Rifle Team Match Badge (Gold)	STRTMB
Holcomb Trophy Pistol Team Match Badge (Gold)	MTPTMB
Edson Trophy Pistol Team Match Badge (Gold)	ETPTMB

Shively Trophy Pistol Team Match Badge (Gold)	STPTMB
Pacific Trophy Pistol Team Match Badge (Gold)	PTPTMB
Rifle Qualification Badge (Expert)	REX
Rifle Qualification Badge (Sharpshooter)	RSS
Rifle Qualification Badge (Marksman)	RMM
Pistol Qualification Badge (Expert)	PEX

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Pistol Qualification Badge (Sharpshooter) ..	PSS
Pistol Qualification Badge (Marksman)	PMM

q. FEDERAL DEPARTMENT (Other than DoD) AWARDS AND OTHER U.S. ARMED FORCES' MILITARY DECORATIONS. Awards and decorations are not listed in order of precedence.

	ACRONYM	CODE
Secretary of Transportation Commendation for Achievement	SCTCA	CA
Secretary of Transportation Commendation for Achievement (with Combat "V")	SCTCAV	TV
Secretary of Treasury Commendation for Achievement	STCA	TA
Army Distinguished Service Cross	ARDSC	AX
Army Commendation Medal	ARCM	AC
Army Commendation Medal (with Combat "V") ..	ARCMV	AV
Army Achievement Medal	AAM	AA
Soldiers Medal	SM	SM
Air Force Cross	AFC	FX
Air Force Commendation Medal	AFCM	FC
Air Force Commendation Medal (with Combat "V")	AFCMV	FV
Air Force Achievement Medal	AFAM	FA
Airman's Medal	ASM	FM
Coast Guard Distinguished Service Medal	CGDSM	CD
Coast Guard Commendation Medal	CGCM	CC
Coast Guard Commendation Medal (with Combat "V")	CGCMV	GV
Coast Guard Achievement Medal	CGACH	CG
Coast Guard Medal	CGM	CM

h. Punctuation used in Messages. Punctuation shall be used when essential for clarity. The letter "X" will not be used. The punctuation marks used in the drafting of messages normally shall be limited to those symbols listed in the NTP 3, which have Morse equivalents and appear on the standard typewriter and teletypewriter keyboards.

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i. Days

Monday.....Mon	Friday.....Fri
Tuesday.....Tue	Saturday.....Sat
Wednesday.....Wed	Sunday.....Sun
Thursday.....Thu	

j. Months

January.....Jan	July.....Jul
February.....Feb	August.....Aug
March.....Mar	September.....Sep
April.....Apr	October.....Oct
May.....May	November.....Nov
June.....Jun	December.....Dec

k. Combination of Cities and States or Cities and Countries

Alameda, CAALMDCA	Jacksonville, FLJAXFL
Albany, GAALBGA	Jacksonville, NCJAXNC
Albuquerque, NMALBUQ	Kaneohe Bay, HIKBAY
Alexandria, VAALEX	Kansas City, MOKSC
Annapolis, MDANNA	Key West, FLKWEST
Arlington, VAARLVA	Little Creek, VALCREEK
Asheville, NCASH	Little Rock, ARLROCK
Atlanta, GAATLA	Long Beach, CALBEACH
Bambridge, MDBAIN	Los Alamitos, CALOSALAM
Baltimore, MDBALTO	Los Angeles, CALOSA
Barbers Point,Oahu,HI ...BARPT	Louisville, KYLVILLE
Barstow, CABRST	Memphis, TNMFS
Beautort, SCBFT	Milwaukee, WIMILW
Birmingham, ALBHAM	Minneapolis, MNMPLS
Boston, MABSN	Monterey, CAMNTRY
Bremerton, WABREM	Montgomery, ALMONTG
Brooklyn, NYBKLYN	Morehead City, NC ...MHNC
Brunswick, MEBRUNS	Narrangansett Bay, RI .NARRABAY
Buffalo, NYBFLO	Nashville, TNNASH
Cecil Field, FLCECILFLD	New London, CTNLON
Charleston, SCCHASN	New Orleans, LANRLNS
Cherry Point, NCCHERPT	Newport News, VANPTNWS
Chicago, ILCHGO	New York, NYNYK
Cincinnati, OHCIN	Norfolk, VANORVA
Cleveland, OHCLEVE	North Island, CANORIS
Corpus Christi, TXCORPC	Oakland, CAOAK

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Dallas, TXDAL	Oceanside, CAOSIDE
Denver, CODVR	Okinawa, JAOKI
Earle Colt's Neck, NJ ...EARLE	Oklahoma City, OKOKCTY
Elizabeth City, NCELIZCTY	Overland Park, KSOPK
El Toro(Santa Ana), CA ..ELTORO	Parris Island, SCPISC
Galveston, TXGALV	Patuxtent River, MDPAXRIV
Garden City,LI, NYGCTY	Pearl Harbor, HIPEARL
Glenview, ILGLEN	Pensacola, FLPNCLA
Governer's Island, NY ...GOVIS	Philadelphia, PAPHILA

Great Lakes, IL GLAKES
 Guantanamo Bay, Cuba GTMO
 Hampton Roads, VA HAMP
 Honolulu, HI HONO
 Houston, TX HOU
 Hunters Point, CA HDNPNT
 Indianapolis, IN INDPLS
 Indiantown Gap, PA INGAP
 Richmond, VA RICH
 Rochester, NY ROCH
 Roosevelt Roads, PR RR
 St. Louis, MO STL
 St. Petersburg, FL SPETE
 San Diego, CA SDIEGO
 San Francisco, CA SFRAN
 San Jose, CA SJOSE
 San Pedro, CA SPEDRO
 Santa Ana, CA SANA

Pittsburgh, PA PGH
 Point Magu, CA PTMAGU
 Port Hueneme, CA PORHUE
 Portsmouth, NH PTSMHNNH
 Portsmouth, VA PTSMHVA
 Quantico, VA QUANT
 Quonset Point, RI QUONPT
 Rep, Philippines RP
 Schenectady, NY SCHNET
 Seal Beach SBEACH
 Shreveport, LA SPORT
 Stockton, CA STOCK
 Subic Bay, RP SUBIC
 Tacoma, WA TACO
 Treasure Island, CA TISFRAN
 Tulsa, OK TUL
 Twentynine Palms, CA 29PALMS
 Washington, DC WASHDC

1. States, District of Columbia, Possessions, Territories

Alabama AL
 Alaska AK
 Arizona AZ
 American Samoa AS
 Arkansas AR
 California CA
 Colorado CO
 Connecticut CT
 Delaware DE
 District of Columbia DC
 Florida FL
 Georgia GA
 Guam GU
 Hawaii HI
 Idaho ID

Montana MT
 Nebraska NE
 Nevada NV
 New Hampshire NH
 New Jersey NJ
 New Mexico NM
 New York NY
 North Carolina NC
 North Dakota ND
 Ohio OH
 Oklahoma OK
 Oregon OR
 Pennsylvania PA
 Puerto Rico PR
 Rhode Island RI

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Illinois IL
 Indiana IN
 Iowa IA
 Kansas KS
 Kentucky KY
 Louisiana LA
 Maine ME
 Maryland MD
 Massachusetts MA
 Michigan MI
 Minnesota MN
 Mississippi MS
 Missouri MO

South Carolina SC
 South Dakota SD
 Tennessee TN
 Federated States of
 Marshall Is., Palau...TT
 Texas TX
 Utah UT
 Vermont VT
 Virginia VA
 Virgin Island VI
 Washington WA
 West Virginia WV
 Wisconsin WI
 Wyoming WY

m. Weights and Measures

Ampere	amp	Measure	meas
Barrel	bbl	Measurement ton	mton
Diameter	diam	Megacycle	m
Day	da	Meter	m
Dollar	dol	Mile	mi
Drum	dr	Miles per hour	mph
Feet/Foot	ft	Millimeter	mm
Gallon	gal	Minute	mm
Gallon per hour	gph	Month	mo
Gallon per minute	gpm	Number	nr
Gallon per second	gps	Package	pkg
Height	ht	Pound	lb
Horsepower	hp	Quantity	qty
Hour	hr	Revolutions per minute....	rpm
Hundred	hun	Round (ammunition)	rnd
Inch	in	Shipment	shipmt
Kilocycle	Kc	Short ton	ston
Kilohertz	kHz	Thousand (monetary)	k
Kilometer	Km	Thousand	thou
Kilo-volt-ampere	Kva	Unit of Fire	uf
Kilowatt	Kw	Volt	v
Kilowatt-hour	Kwh	Volume	vol
Knot	Kt	Week	wk
Length over all	LCA	Weight	wt
Liquid	Liq	Yard	yd
Long ton	lton	Year	yr

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n. Grade

MARINE CORPS

General	Gen	Chief Warrant Officer 2...	CWO2
Lieutenant General	LtGen	Warrant Officer	WO
Major General	MajGen	Sergeant Major	SgtMaj
Brigadier General	BGen	Master Gunnery Sergeant ..	MGySgt
Colonel	Col	First Sergeant	1stSgt
Lieutenant Colonel	LtCol	Master Sergeant	MSgt
Major	Maj	Gunnery Sergeant	Gysgt
Captain	Capt	Staff Sergeant	SSgt
First Lieutenant	1stLt	Sergeant	Sgt
Second Lieutenant	2ndLt	Corporal	Cpl
Chief Warrant Officer 5	CWO5	Lance Corporal	LCpl
Chief Warrant Officer 4	CWO4	Private First Class	PFC
Chief Warrant Officer 3	CWO3	Private	Pvt

NAVY

Admiral	ADM	Chief Warrant Officer 2	CWO2
Vice Admiral	VADM	Warrant Officer	WO

Rear Admiral-Upper HalfRDMU	Master Chief Petty Officer	..MCPO
Rear Admiral-Lower HalfRDML	Senior Chief Petty Officer	..SCPO
CaptainCapt	Chief Petty OfficerCPO
CommanderCDR	Petty Officer First Class	...PO1
Lieutenant CommanderLCDR	Petty Officer Second Clsss	..PO2
LieutenantLT	Petty Officer Third Class	...PO3
Lieutenant Junior GradeLTJC	General ApprenticeshipNo Abbr
EnsignENS	General Apprenticeship,	
Chief Warrant Officer 5CWOS	ApprenticeNo Abbr
Chief Warrant Officer 4CWO4	General Apprenticeship,	
Chief Warrant Officer 3CWO3	RecruitNo Abbr

o. Numbers

(1) Military Organizations. When abbreviating numbers in military organizational titles, apply the following rules:

(a) If the number spelled out ends in the letters "st", the Arabic numeral is used followed immediately by the letters "st" Example: First becomes 1st.

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(b) If the number spelled out ends in the letters "nd", the Arabic numeral is used followed immediately by the letter "d" Example: Second becomes 2d.

(c) If the number spelled out ends in the letters "th", the Arabic numeral is used followed immediately by the letter "th" Example: Fourth becomes 4th.

(2) Dates and Military Grades. When abbreviating dates and military grades (see paragraph 6002.li, j, and n) the following rules apply:

(a) If the number spelled out ends in the letters "st", the Arabic numeral is used followed immediately by the letters "st" Example: First sergeant becomes 1stSgt.

(b) If the number spelled out ends in the letters "nd", the Arabic numeral is used followed immediately by the letter "nd" Example: Second Lieutenant becomes 2ndLt.

(c) If the number spelled out ends in the letters "th", the Arabic numeral is used followed immediately by the letter "th" Example: Twenty-fifth becomes 25th.

p. Military organizations/Activities/U.S. Government and DoD Agencies

(1) punctuation and Spacing

(a) Normally, punctuation (i.e., periods, commas, etc.) and spacing are not used with military abbreviations and acronyms; the letters

are run together, without separation by space or punctuation. This run-together rule does not apply when abbreviations or acronyms include numbers of any kind - Roman, Arabic, or ordinal. Examples:

III MEF	24th MEU	1st MarDiv	USMC
BLT 2/3	2d MAW	COA	HQMC
7th Mar	FMFPac	I-ISTf	MARFORRES

(b) As an exception to the above, when using abbreviations in naval correspondence and directives use a comma and a space between the different levels of command. Example: Co, 1st Bn, 5th Mar, 1st MarDiv, FMF.

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(c) When allotted space is restrictive for making an entry in the service record or when preparing certain NAVMC or other forms, the spacing between the numerical designation of the unit and the type of unit may be omitted. A space is still required between the different levels of command. Example: 1stBn 5thMar 1stMarDiv FMF.

(d) As shown in paragraph 4006.2 and figure 4-1, use either natural capitalization or all upper case typeface when making command title entries in the service record.

(2) Numerals. As noted in paragraph 6002.10o, military units are expressed in figures at all times. Wing (beginning a sentence) 2d Marine Aircraft Wing (elsewhere in a sentence).

(3) U.S. Marine Corps units are designated by the use of letters for companies and batteries; arabic numerals for divisions, wings, regiments, groups, battalions, squadrons, platoons, and squads, and Roman numerals for forces.

Examples:

Marine Corps Forces, Pacific/Atlantic (MarForPac/Lant)

Fleet Marine Force Pacific/Atlantic (FMFPac/Lant)

III Marine Expeditionary Force (III MEF)

1st Marine Division (1st MarDiv)

4th Marine Expeditionary Brigade (4th MEB)

3d Force Service Support Group (3d FSSG)

22d Marine Expeditionary Unit (22d MED)

3d Battalion, 8th Marines (3d Bn, 8th Mar)

Company A (COA)

1st Platoon (1st Plt or 1st Plat)

1st Marine Aircraft Wing (1st MAW)

Marine Aircraft Group 33 (MAG-33)

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Marine Fighter Attack Squadron 212 (VMFA-212)

Marine Medium Helicopter Squadron 163 (HMM-163)

(4) Naval Messages. Abbreviations of military organizations for use in the FROM, TO and INFO portions of Naval messages are contained in the USN PLAD 1.

(5) Abbreviations/Acronyms/Short Titles

ADMINISTRATION/LEGAL SERVICES SCHOOL	Admini/ Legsvcscol
AIRBASE	AB
AIR/NAVAL GUNFIRE LIAISON COMPANY	ANGLICO
AIR SUPPORT RADAR TEAM	ASRT
AMPHIBIOUS RECONNAISSANCE TEAM	ART
AMPHIBIOUS RECONNAISSANCE UNIT	ARU
AMPHIBIOUS SQUADRON	PHIBRON
AMPHIBIOUS WARFARE SCHOOL	AWS
ARMED FORCES STAFF COLLEGE	AFSC
ARMORED VEHICLE LAUNCHED BRIDGE	AVLB
ARMY OF THE U.S.	AUS
ARMY SECURITY AGENCY	ASA
BATTALION	Bn
BATTALION LANDING TEAM	BLT
BATTERY	Btry
BLOUNT ISLAND COMMAND	BICMD
BRIGADE	Bde
BRIGADE SERVICE SUPPORT GROUP	BSSG
BUREAU OF MEDICINE AND SURGERY	BUMED
BUREAU OF NAVAL PERSONNEL	BUPERS
CAMP H. M. SMITH, HI	CamSmh
CAMP J. H. PENDLETON, OCEANSIDE, CA	CamPen
CAMP LEJEUNE, NC	CamLej
CAMP S. D. BUTLER	CamBut
CENTRAL INTELLIGENCE AGENCY	CIA
CHAIRMAN, JOINT CHIEFS OF STAFF	CJCS
CHIEF OF NAVAL AIR TRAINING	CNATRA
CHIEF OF NAVAL OPERATIONS	CNO
CHIEF OF STAFF, UNITED STATES AIR FORCE	CSAF
CHIEF OF STAFF, UNITED STATES ARMY	CSA

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CIVIL AFFAIRS GROUP	CAG
COMBAT SERVICE SUPPORT DETACHMENT	CSSDET
COMBAT SERVICE SUPPORT ELEMENT	CSSE
COMMAND AND STAFF COLLEGE	C&SC
COMMANDER, AMPHIBIOUS TASK FORCE	CATF
COMMANDER IN CHIEF, FORCES COMMAND	CINCFOR
COMMANDER IN CHIEF, MILITARY AIRLIFT COMMAND	CINCMAC
COMMANDER IN CHIEF, STRATEGIC AIR COMMAND	CINCSAC
COMMANDER IN CHIEF, U.S. ATLANTIC COMMAND	USCINCLANT
COMMANDER IN CHIEF, U.S. CENTRAL COMMAND	USCINCCENT
COMMANDER IN CHIEF, U.S. PACIFIC COMMAND	USCINCPAC
COMMANDER IN CHIEF, U.S. SOUTHERN COMMAND	USCINCSO
COMMANDER IN CHIEF, U.S. SPECIAL OPERATIONS COMMAND	USCINCSOC
COMMANDER IN CHIEF, U.S. SPACE COMMAND	USCINCSpace
COMMANDER IN CHIEF, U.S. TRANSPORTATION COMMAND	USCINCTrans
COMMANDER, LANDING FORCE	CLF
COMMANDER, MARINE CORPS AIR BASE	COMCAB
COMMANDER, MARINE CORPS AIR BASE, EASTERN AREA	COMCABEAST
COMMANDER, MARINE CORPS AIR BASE, WESTERN AREA	COMCABWEST
COMMANDER, MARINE CORPS BASES, PACIFIC	COMMARCORBASEPAC
COMMANDER, MARINE CORPS FORCES, ATLANTIC	COMMARFORLANT
COMMANDER, MARINE CORPS FORCES, EUROPE	COMMARFOREUR
COMMANDER, MARINE CORPS FORCES, PACIFIC	COMMARFORPAC
COMMANDER, MARINE CORPS SYSTEMS COMMAND	COMMARCORSSysCOM
COMMANDER, MARINE CORPS SCHOOLS	COMDR, MCSCOLS
COMPANY	Co
COMPTROLLER OF THE NAVY	NAVCOMPT
COMPUTER SCIENCE SCHOOL	CSScol
COUNTERINTELLIGENCE TEAM	CIT
DATA PROCESSING INSTALLATION	DPI
DEFENSE COMMUNICATIONS	DCA
DEFENSE FINANCE AND ACCOUNTING SERVICE	DFAS
DEFENSE FINANCE AND ACCOUNTING SERVICE-KANSAS CITY CENTER	DFAS-KCC
DEFENSE INFORMATION SYSTEMS AGENCY	DISA
DEFENSE INTELLIGENCE AGENCY	DIA

DEFENSE LANGUAGE INSTITUTE	DLI
DEFENSE LOGISTICS AGENCY	DLA
DEFENSE MANPOWER DATA CENTER	DMDC
DEFENSE MAPPING AGENCY	DMA
DEFENSE MAPPING SCHOOL	DMSCOL
DEFENSE NUCLEAR AGENCY	DNA
DEPARTMENT OF COMMERCE	DoC
DEPARTMENT OF DEFENSE	DoD
DEPARTMENT OF HEALTH AND HUMAN SERVICES	DHHS
DEPARTMENT OF THE NAVY	DON
DEPARTMENT OF TRANSPORTATION	DoT
DEPARTMENT OF VETERAN AFFAIRS	DVA

DEPUTY COMMANDER, MARINE CORPS SYSTEMS COMMAND	DEPCOMMAR- CORSYSCOM
DETACHMENT	Det
DIRECTORATE FOR INFORMATION AND RESOURCE MANAGEMENT	DIRM
DISCIPLINARY BARRACKS	DisBks
DIVISION	Div
ENGINEER SUPPORT BATTALION	ESB
EXPEDITIONARY AIRFIELD	EAF
FAR EAST NETWORK	FEN
FEDERAL AVIATION ADMINISTRATION	FAA
FEDERAL BUREAU OF INVESTIGATION	FBI
FEDERAL BUREAU OF PRISONS	FBOP
FEDERAL EMERGENCY MANAGEMENT AGENCY	FEMA
FIELD ARTILLERY SCHOOL	FAS
FIELD MEDICAL SERVICE SCHOOL	FMSS
FIELD MUSIC SCHOOL	FMS
FIELD SUPPLY AND MAINTENANCE ANALYSIS OFFICE	FSMAO
FIRE TEAM	ftm
FIXED-WING SUPPORT SQUADRON	FWSS
FLEET ANTITERRORISM SECURITY TEAM	FAST
FLEET HOMETOWN NEWS CENTER	FHTNC
FLEET MARINE CORPS RESERVE	FMCR
FLEET MARINE FORCE	FMF
FLEET MARINE FORCE ATLANTIC	FMFLANT
FLEET MARINE FORCE EUROPE	FMFEUR
FLEET MARINE FORCE PACIFIC	FMFPAC
FLEET READINESS SQUADRON	FRS
FORCE AUTOMATED SERVICE CENTER	FASC
FORCE SERVICE SUPPORT GROUP	FSSG
FORWARD ANTIAIR DEFENSE	FAAD

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GENERAL ACCOUNTING OFFICE	GAO
GROUP	Gru
HEADQUARTERS AND HEADQUARTERS SQUADRON	HQHQRON
HEADQUARTERS AND SERVICE	HQSVC
HEADQUARTERS MARINE CORPS	HQMC
INSPECTOR-INSTRUCTOR STAFF	I-ISTf
INTERROGATOR-TRANSLATOR TEAM	ITT
INTERROGATOR-TRANSLATOR UNIT	ITU
JOINT CHIEFS OF STAFF	JCS
JOINT DEPLOYMENT AGENCY	JDA
JOINT DOCTRINE CENTER	JDC
JOINT ELECTRONIC WARFARE CENTER	JEWC
JOINT PUBLIC AFFAIRS OFFICE	JPAO
JOINT STRATEGIC TARGET PLANNING STAFF	JSTPS
JOINT TASK FORCE	JTF

JOINT U.S. MILITARY ASSISTANCE GROUP	JUSMAG
JOINT WARFARE SYSTEM	JWC
LANDING FORCE TRAINING COMMAND	LFTC
LANDING SUPPORT BATTALION	LSB
LIGHT ANTIAIRCRAFT MISSILE	LAAM
LIGHT ARMORED INFANTRY	LAI
LOW ALTITUDE AIR DEFENSE	LAAD
MANPOWER INFORMATION SYSTEMS SUPPORT ACTIVITY	MISSA
MANPOWER INFORMATION SYSTEMS SUPPORT OFFICE	MISSO
MARINE AERIAL TRANSPORT/REFUELER SQUADRON	VMGR
MARINE AIR CONTROL GROUP	MACG
MARINE AIR CONTROL SQUADRON	MACS
MARINE AIRCRAFT GROUP	MAG
MARINE AIRCRAFT WING	MAW
MARINE AIR FORCES	MARAIRFOR
MARINE AIR-GROUND TASK FORCE	MAGTF
MARINE AIR-GROUND TASK FORCE WARFIGHTING CENTER	MAGTFWFC
MARINE AIR-GROUND TRAINING AND EDUCATION CENTER	MAGTEC
MARINE AIR SUPPORT SQUADRON	MASS
MARINE AIR TRAFFIC CONTROL SQUADRON	MATCS

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MARINE AIR TRAFFIC CONTROL UNIT	MATCU
MARINE ALL WEATHER ATTACK SQUADRON	VMA(AW)
MARINE ALL WEATHER FIGHTER TRAINING SQUADRON	VMFAT
MARINE ATTACK SQUADRON	VMA
MARINE ATTACK TRAINING SQUADRON	VMAT
MARINE AVIATION DETACHMENT	MAD
MARINE AVIATION LOGISTICS SQUADRON	MALS
MARINE AVIATION TRAINING SUPPORT GROUP	MATSG
MARINE AVIATION WEAPONS AND TACTICS SQUADRON	MAWTS
MARINE BARRACKS	MARBKS
MARINE COMBAT CREW READINESS TRAINING GROUP	MCCRTG
MARINE CORPS ABSENTEE COLLECTION UNIT	MCACU
MARINE CORPS ADMINISTRATIVE ANALYSIS TEAM	MCAAT
MARINE CORPS ADMINISTRATIVE ANALYSIS TEAM, EAST COAST ...	MCAAT-EAST
MARINE CORPS ADMINISTRATIVE ANALYSIS TEAM, WEST COAST ...	MCAAT-WEST
MARINE CORPS ADMINISTRATIVE DETACHMENT	MCAD
MARINE CORPS AIR BASE -S	MCAB
MARINE CORPS AIR FACILITY	MCAF
MARINE CORPS AIR-GROUND COMBAT CENTER	MCAGCC
MARINE CORPS AIR STATION	MCAS
MARINE CORPS ARTILLERY DETACHMENT	MCARTYDet
MARINE CORPS AUTOMATED SERVICES CENTER	MCASC
MARINE CORPS AUXILIARY AIR FACILITY	MCAAF
MARINE CORPS AUXILIARY AIR STATION	MCAAS
MARINE CORPS AUXILIARY LANDING FIELD	MCALF
MARINE CORPS BASE	MCB
MARINE CORPS COMBAT DEVELOPMENT COMMAND	MCCDC
MARINE CORPS COMMAND CENTER	MCCC
MARINE CORPS DETACHMENT	MCDet

MARINE CORPS DISTRICT	MCD
MARINE CORPS INSTITUTE	MCI
MARINE CORPS LOGISTICS BASE	MCLB
MARINE CORPS LOGISTICS BASES	MARCORLOGBASES
MARINE CORPS MOUNTAIN WARFARE TRAINING CENTER	MCMWTC
MARINE CORPS RECRUIT DEPOT	MCRD
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION	MCRD/ERR
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION	MCRD/WRR
MARINE CORPS RECRUITING AND RECRUIT TRAINING COMMAND	MCR-RTC
MARINE CORPS RECRUITING STATION	USMC RS
MARINE CORPS RECRUITING SUBSTATION	USMC RSS
MARINE CORPS RESERVE	USMC R
MARINE CORPS RESERVE SUPPORT COMMAND	MCRSC
MARINE CORPS RESERVE TRAINING CENTER	MCRTC
MARINE CORPS SCHOOLS	MARSCHOOL

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MARINE CORPS SECURITY FORCE -S	MCSF
MARINE CORPS SERVICE SUPPORT SCHOOLS	MCSSS
MARINE CORPS SUPPORT ACTIVITY	MCSA
MARINE CORPS SYSTEMS COMMAND	MARCORSYSCOM
MARINE CORPS TACTICAL SYSTEM SUPPORT ACTIVITY	MCTSSA
MARINE CORPS UNIVERSITY	MCU
MARINE DETACHMENT	MARDET
MARINE DIVISION	MarDiv
MARINE ELECTRONIC WARFARE SQUADRON	VMAQ
MARINE EXPEDITIONARY BRIGADE	MEB
MARINE EXPEDITIONARY CORPS	MEC
MARINE EXPEDITIONARY FORCE	MEF
MARINE EXPEDITIONARY UNIT	MEU
MARINE EXPEDITIONARY UNIT SERVICE SUPPORT GROUP	MEUSSG
MARINE EXPEDITIONARY UNIT (SPECIAL OPERATIONS CAPABLE)....	MEU(SOC)
MARINE FIGHTER ATTACK SQUADRON	VMFA
MARINE FIGHTER TRAINING SQUADRON	VMFT
MARINE FORCES, ATLANTIC	MARFORLANT
MARINE FORCES, PACIFIC	MARFORPAC
MARINE FORCE RESERVE	MARFORRES
MARINE GROUND FORCES	MARGNDFOR
MARINE HEADQUARTERS AND MAINTENANCE SQUADRON	H&MS
MARINE HEAVY HELICOPTER SQUADRON	HMH
MARINE LIGHT ATTACK HELICOPTER SQUADRON	HMLA
MARINE LIGHT HELICOPTER SQUADRON	HML
MARINE MEDIUM HELICOPTER SQUADRON	HMM
MARINE OBSERVATION SQUADRON	VMO
MARINE OFFICER INSTRUCTOR	MOI
MARINES (WHEN REFERRING TO REGIMENTAL ORGANIZATIONS)	Mar
MARINE PHOTOGRAPHIC RECONNAISSANCE SQUADRON	VMFP
MARINE SECURITY GUARD BATTALION	MSGBn
MARINE SUPPORT BATTALION	MARSPTBn
MARINE WING COMMUNICATIONS SQUADRON	MWCS
MARINE WING HEADQUARTERS SQUADRON	MWHS

MARINE WING SUPPORT GROUP	MWSG
MARINE WING SUPPORT SQUADRON	MWSS
MARINE WING WEAPONS UNIT	MWWU
MARITIME PREPOSITIONING FORCE	MPF
MILITARY AIRLIFT COMMAND	MAC
MILITARY ASSISTANCE ADVISORY GROUP	MAAG
MILITARY ENTRANCE PROCESSING COMMAND	MEPCOM
MILITARY ENTRANCE PROCESSING STATION	MEPS
MILITARY SEALIFT COMMAND	MSC

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MILITARY TRAFFIC MANAGEMENT COMMAND	MTMC
MOBILE COMBAT SERVICE SUPPORT DETACHMENT	MCSSD
MOBILE TRAINING TEAM	MTT
MOBILIZATION TRAINING UNIT	MTU
MORALE, WELFARE AND RECREATION	MWR
MORALE, WELFARE AND RECREATION SUPPORT ACTIVITY	MWRSPTACT
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	NASA
NATIONAL DEFENSE UNIVERSITY	NDU
NATIONAL MILITARY COMMAND CENTER	NMCC
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION	NOAA
NATIONAL SECURITY AGENCY	NSA
NATIONAL WAR COLLEGE	NWC
NATO DEFENSE COLLEGE	NADEFCOL
NAVAL ACADEMY PREPARATORY SCHOOL	NAPS
NAVAL AIR FACILITY - NAVAL AIRCRAFT FACTORY	NAF
NAVAL AIR MISSILE TEST CENTER	NAMTC
NAVAL AIR RESERVE TRAINING UNIT	NARTU
NAVAL AIR REWORK FACILITY	NARF
NAVAL AIR STATION	NAS
NAVAL AIR SYSTEMS COMMAND	NAVAIRSYSCOM
NAVAL AIR TECHNICAL TRAINING CENTER	NATTC
NAVAL AIR TRAINING BASE	NATB
NAVAL AMMUNITION DEPOT	NAD
NAVAL AMPHIBIOUS BASE	NAB
NAVAL BASE	NB
NAVAL COMMUNICATIONS STATION	NAVCOMSTA
NAVAL CONSTRUCTION BATTALION	NCB
NAVAL DISTRICT	NavDist
NAVAL FACILITY	NAVFAC
NAVAL FORCE -S	NAVFOR
NAVAL HOSPITAL	USNH
NAVAL CRIMINAL INVESTIGATIVE SERVICE	NCIS
NAVAL MEDICAL COMMAND	NAVMEDCOM
NAVAL MILITARY PERSONNEL COMMAND	NMPC
NAVAL POST GRADUATE SCHOOL	NPS
NAVAL RESERVE OFFICERS TRAINING CORPS	NROTC
NAVAL SHIPYARD	NAVSHIPYD
NAVAL STATION	NAVSTA
NAVAL SUPPLY DEPOT	NSD
NAVAL TRAINING CENTER	NTC
NAVAL WEAPONS STATION	NWPNSTA

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NAVY ADVISORY GROUP	NAG
NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY	NAMALA
NAVY AND MARINE CORPS RESERVE TRAINING CENTER	N&MCRTC
NONCOMMISSIONED OFFICER SCHOOL	NCOScol
NORTH AMERICAN AEROSPACE DEFENSE COMMAND	NORAD
NORTH ATLANTIC TREATY ORGANIZATION	NATO
NUCLEAR ORDNANCE PLATOON	NOP
OFFICE OF LEGISLATIVE AFFAIRS	OLA
OFFICE OF NAVAL INTELLIGENCE	ONI
OFFICE OF THE CHIEF OF NAVAL OPERATIONS	OPNAV
OFFICE OF THE SECRETARY OF DEFENSE	OSD
OFFICER CANDIDATES SCHOOL	OCS
PERSONNEL ADMINISTRATIVE SCHOOL	PAScol
PLATOON	plat
PROVOST MARSHALL OFFICE	PMO
PUBLIC HEALTH SERVICE	PHS
RADIO AND PANEL SECTION	R&PSec
RADIO INTELLIGENCE PLATOON	RadIP
RADIO RECONNAISSANCE PLATOON	RRP
RADIO RECONNAISSANCE TEAM	RRT
REGIMENT -AL	Regt
REGIMENTAL LANDING TEAM	RLT
RESERVE AUGMENTATION UNIT	RAU
RESERVE SUPPORT UNIT	RSU
ROTARY WING SUPPORT SQUADRON	RWSS
SASSY MANAGEMENT UNIT	SMU
SCHOOL OF INFANTRY	SOI
SELECTED MARINE CORPS RESERVE	SMCR
SELECTED MARINE CORPS RESERVE, AVIATION	SMCR (A)
SELECTED MARINE CORPS RESERVE, GROUND	SMCR (G)
SHORE FIRE CONTROL PARTY	SFCP
SHORE PARTY - SHORE PATROL	SP
SPECIAL PURPOSE MAGTF	SPF
SQUAD	sqd
SQUADRON	Sqdn
STAFF NONCOMMISSIONED OFFICER ACADEMY	SNCOA

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STATION	Sta
STATION OPERATIONS AND MAINTENANCE SQUADRON	SOMS
STRATEGIC AIR COMMAND	SAC
SUBUNIT	SU
SUPREME ALLIED COMMANDER EUROPE	SACEUR

SUPREME ALLIED COMMANDER ATLANTIC	SACLant
SUPREME HEADQUARTERS ALLIED POWERS EUROPE	SHAPE
SURVEILLANCE AND TARGET ACQUISITION	STA
SURVEILLANCE, RECONNAISSANCE, INTELLIGENCE	SRI
SURVEILLANCE, RECONNAISSANCE, INTELLIGENCE GROUP	SRIG
TARGET ACQUISITION BATTERY	TAB
THE BASIC SCHOOL	TBS
TRAFFIC MANAGEMENT OFFICE	TMO
TRAINING AND AUDIOVISUAL SUPPORT CENTER	TAVSC
TRAINING AND DOCTRINE COMMAND	TRADOC
UNITED SEAMAN'S SERVICE	USS
UNITED SERVICE ORGANIZATION	USO
UNITED STATES AIR FORCE	USAF
UNITED STATES AIR FORCE ACADEMY	USAFA
UNITED STATES ARMED FORCES INSTITUTE	USAFI
UNITED STATES ARMY	USA
UNITED STATES ARMY HOSPITAL	USAH
UNITED STATES CENTRAL COMMAND	USCENTCOM
UNITED STATES COAST GUARD	USCG
UNITED STATES COAST GUARD ACADEMY	USCGA
UNITED STATES FLEET ACTIVITIES	FltAct
UNITED STATES MARINE CORPS	USMC
UNITED STATES MARINE CORPS RESERVE	USMCR
UNITED STATES MILITARY ACADEMY	USMA
UNITED STATES NAVAL ACADEMY	USNA
UNITED STATES NAVAL ACTIVITIES	NavAct
UNITED STATES NAVAL ATTACHE	ALUSNA
UNITED STATES NAVAL TELETYPEWRITER EXCHANGE	NTX
UNITED STATES NAVY	USN
UNITED STATES NAVY RESERVE	USNR
UNITED STATES SPACE COMMAND	USSPACECOM
U.S. COMMAND IN CHIEF, EUROPE	USCINCEUR
U.S. ARMY COMMAND AND GENERAL STAFF COLLEGE	USACGSC
WING	Wg

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CHAPTER 7

IDENTIFICATION TAGS

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CHAPTER 7

IDENTIFICATION TAGS

7000. GENERAL

1. Identification (ID) tags are used for identification and reporting of casualties, and graves registration in a combat zone.
2. ID tags are metal rectangles with rounded corners and smooth edges, about 0.025 inches (1 mm) thick, and measuring approximately 2 inches (5 cm) by 1 1/8 inches (2.7 cm). Each tag has a circular hole, approximately 3/16 (5 cm) in diameter near one end.
3. The following instructions apply only to Marines. Instructions for preparing ID tags for Navy personnel attached to Marine units are contained in NAVPERS 15560 (Navy Personnel Manual).
4. The format of ID tags produced at the Marine Corps recruit depots using the Automated Recruit Management System (ARMS) is valid. Do not prepare replacements for these tags solely to correct character spacing or because the information is embossed with the raised portion of the characters on the "reverse" (side without a raised rim) of the tag.
5. Instructions on disposition of ID tags of deceased personnel is contained in MCO P3040.4.
6. Upon being separated (released from active duty, discharged, transferred to FMCR, Retirement, etc.,) Marines may retain their ID tags.
7. Identification tags for individuals who have been separated from the Marine Corps, and those which are no longer used, should be destroyed in accordance with standard destruction procedures for Privacy Act protected information.

7001. PREPARATION INSTRUCTIONS. Each ID tag can accommodate 5 lines of type, with each line containing up to 15 characters. Using the hole in one end of the tag as a left margin, characters

are embossed with the raised portion of the character on the side with a raised rim. The information will be readable from the "smooth" side of the tag (no rim, characters are pressed into the tag). Place information on the tag as described below:

1. First Line. Beginning in the first spacer emboss the last name. Do not use spaces or hyphens.
2. Second Line. Beginning in the first space, emboss the first initial, a period; the second initial, a period; followed by Jr., Sr., I, II, or III, etc., as appropriate. Use only two initials. Beginning in the 10th space, emboss the blood type, followed by a space, followed by the RH factor. Indicate the RH factor by embossing "POS" or "NEG", as appropriate.
3. Third Line. Beginning in the first space, emboss the SSN with three/two/four format as follows: 123 45 6789.
4. Fourth Line. Beginning in the first space, emboss the letters "USMC" for all Marines, Regular or Reserve. In the seventh space, emboss the appropriate letter "S" for small, "M" for medium, or "L" for large to denote the protective mask size. Precede the appropriate letter with an "X" in the seventh space if the Marine wears an extra small or extra large gas mask.
5. Fifth Line. Beginning in the first space, emboss either religion or sect as designated by the Marine. Show religious preference as follows (examples used were selected at random with no other purpose than to set forth a pattern for guidance):
 - a. Spell out the designation where possible; for example: Baptist, Roman Catholic, Church of God, Moslem, etc.
 - b. If a religious designation exceeds 15 characters (including spaces), use meaningful contractions and/or abbreviations (American Evangelical Christian Church = "Am Evang Chr", Orthodox Presbyterian Church = "Ortho Presb Chr", etc.).
 - c. When the individual prefers not to designate a preference or does not state a preference, use the words "NO PREFERENCE."
 - d. Only change the religion on the identification tags currently in use when specifically requested by the individual concerned. The following are samples of completed ID tags:

ID TAG EXAMPLE CHARTS

7002. MEDICAL WARNING TAGS. Upon receipt of a NAVMED 6150/5 (Medical Warning Tag Order) from the Marine's attending physician or dentist, prepare a medical warning tag per instructions contained in BUMEDINST 6150.35.

7003. WEARING OF TAGS

1. All personnel will wear one ID tag suspended around the neck and the other as prescribed by their commander, when:
 - a. In a combat area.
 - b. Participating in field training exercises.
 - c. On military operations.
 - d. Traveling aboard military aircraft.
 - e. Outside CONUS (unless otherwise directed).
2. Marines issued a medical warning tag should wear it at all times.

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3. All commands Will conduct periodic inspections to ensure their personnel possess properly prepared ID tags.

7004. PREPARATION FACILITIES. Commands not possessing an embossing machine for preparing ID tags will request assistance (using the administrative chain of command, if possible) from the nearest Marine Corps activity with an embossing machine. The request should include a list of personnel for whom the tags are required, and the information needed to prepare their ID tags.

7005. NOMENCLATURE AND STOCK NUMBERS. Listed below are the correct nomenclatures and NSNs to requisition ID tags and accessories:

1. Necklace, Personnel, Identification Tag - 8465-00-261-6629.
2. Tag, Identification, Personnel - 8465-00-242-4804.
3. Tags, Medical, Warning - 6530-00-142-8775.

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